

## Subject Access Request Form

### 1. \*Your details (BLOCK CAPITALS PLEASE)

Surname:	First names:
Title:	Any other names used:
Relationship with the business:	Please select; Tenant / Employee / Volunteer / Landlord Other (please specify):
Date of birth:	
Current address:	Previous address:
Postcode:	Postcode:
Daytime telephone number:	
Email address:	

- \*You will be asked to provide proof of your identity and address. Please see the Guidance Notes attached.

### 2. Details of the information you are requesting:

<p><b>Please describe the type of information you want to see:</b></p> <p>Please provide me with:</p> <p>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</p> <ul style="list-style-type: none"><li>- Emails between 'A' and 'B' between [date]</li><li>- Payments made or received between the dates 'X' and 'Y'</li></ul>
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### 3. Proof of identification and entitlement

Documents provided as proof of identity, please see the Guidance Notes attached:

- Passport or photo ID driving licence
- Birth Certificate
- Bank Statement
- Recent utility bill (original, less than 3 months old)
- Change of name documents (original)

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Signature of applicant:	Date:
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## Subject Access Request Guidance Notes

1. **Personal Details:** Please complete your personal details as requested. Please tell us if you have been known by any other name and if you have lived at your address for less than two years please provide your previous address. Please provide as much information as possible.
2. **Details of the information you require:** You should give as much detail as possible about the information you want us to provide and the people you think might hold the information to assist us in our data search.
3. **Proof of identification:** Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation e.g. a recent utility bill (less than three months old) or a bank statement showing your name and address and an original piece of photo documentation such as a passport or photo ID driving licence. If you have changed your name please provide proof of this. All documents must be originals, photocopies will not be accepted.
4. **Keep your documents secure:** Documents may be brought to us or sent to us in the post. Always send these important original documents by Recorded, Special or Registered post. We cannot be held liable for any documents lost in the post.
5. **Proof of entitlement:** Only the data subject has the right to ask to see their own records. All individuals aged 16 or over should make their own subject access requests if they have the mental capacity to make their own decisions (in this context mental capacity is defined as in the Mental Capacity Act 2005) unless they appoint someone else to make the request on their behalf.
6. **Payment:** No fee will be charged unless a request is manifestly unfounded, excessive or a duplication in which case the fee will be based on the administrative cost of providing the information.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)