Subject Access Request Form (SAR)

Version 3.0 - October 2023

This form is used to assist individuals to submit a subject access request. It can be amended for use with the other less common data rights request (erasure, rectification, restriction of processing, portability, objection, and objection to automated decision making)

# Subject Access Request (SAR) form

**SECTION 1: Details of the person completing the SAR**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Contact phone number** |  |
| **E-mail address** |  |
| **Signature** |  |

**SECTION 2: Is this SAR about you?**

|  |  |
| --- | --- |
| **☐** | **YES:** I am the data subject for this SAR and I have provided my identification (see below) **please go to section 4** |
| **☐** | **NO:** I am acting on behalf of the data subject. I have enclosed the identification for myself and the data subject (see below) **please go to section 3** |

Accepted identification is anything that is issued by the government that contains a photograph, such as a passport or driving licence.

**SECTION 3: Details of the data subject**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Contact phone number** |  |
| **Email address** |  |
| **Signature** |  |

**SECTION 4: SAR information**

Please supply the detail behind the SAR and what it is you need. Please be as specific as possible such as including dates, to ensure we provide the information you are looking for. It will also assist us if you tell us why you require the data:

|  |
| --- |
|  |

Please return this form with the identification required to [insert name of the relevant Data Lead here] ……………………………………………………………...

\*The information within this form will be used exclusively for the purposes of this SAR. Once the SAR has been completed your personal data will be deleted. However, we will maintain your name in our SAR register for audit purposes.