

Subject Access Request Form

This form is for use by any person making a request for disclosure of his/her personal data held by Carter Brown; and/or a person authorised to make a request on behalf of another.

Request made to:	Name	Contact Details	Date

1. Details of the person requesting the information.			
Full name:			
Address:			
Telephone number:		Fax Number:	
Email:			

2. Are you the Data Subject? (please tick as appropriate)
<input type="checkbox"/> Yes. If you are the Data Subject please supply evidence of your identity i.e. passport or driving license or birth certificate (or photocopy) and, if necessary, a stamped addressed envelope for returning the document (please go to question 5).
<input type="checkbox"/> No. Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be provided before your request can proceed.

3. Details of the Data Subject (if different to 1.)			
Full name:			
Address:			
Telephone number:		Fax Number:	
Email:			

Please highlight which Subject Access Request you wish to invoke:

<u>Description:</u>	Tick
• SAR 1: Right to be informed	
• SAR 2: Right of Access	
• SAR 3: Right to rectification	
• SAR 4: Right to erasure	
• SAR 5: Right to restrict processing	
• SAR 6: Right to data portability	
• SAR 7: Right to object	

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

5. Please state below which information you would like to see. Please be as specific as possible, e.g. specific meeting notes, timeframe for records etc.

Declaration

I, certify that the information given is true. I understand that it is necessary for the Company to confirm my/ Data Subject's identity and that further information may be necessary before my request for data disclosure can be undertaken.

Signed Date

Please tick to confirm you have enclosed the following:

- i evidence of your identity
- ii proof of address (if not contained on your ID) - i.e. utility bill issued within last 3 months
- iii evidence of the Data Subject's identity (if different from above)

Appendix 03c - Data Protection Policy

iv evidence of Data Subject's consent to disclose to a third party (if required as indicated above).

Please note that the Company reserves the right to withhold or redact some information (e.g. concerning third parties and/or some confidential information) in accord with Data Protection provisions that apply. Should this apply you will be informed of the reason(s).

Please send us the Subject Access Request Form by RECORDED DELIVERY to this address:

Carter Brown
Suite 8 - Enterprise Court,
Oakham Business Park,
Hamilton Way,
Mansfield
NG18 5BU

We will respond within 30 days of receipt to the given physical address by RECORDED DELIVERY.

It is UK Law to record a list of all Subject Access Requests. A copy of this form will be scanned and held for audit purposes of ICO Compliance in our secure storage for future reference.

Thank you for your requests.

Office use only

Request received by (Name):.....Date.....

Being dealt with by (Name):Contact details.....

Notes:

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Date request logged: on relevant subject's file: Date logged on central SAR:

Signed: Designation: