

# Subject Access Request

\*Required



## Section 1: Who is this request for?

1. First name \*

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2. Surname \*

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3. Postcode \*

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4. Date of birth \*

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*Example: 7 January 2019*

5. Email Address \*

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## Section 2: Information

6. Give details of any specific personal data required and any relevant dates \*

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7. Please send a copy of the requested personal data \*

*Mark only one oval.*

Yes

No

8. How should this be sent? \*

*Mark only one oval.*

Via secure Email

Via Post through recorded delivery

## Section 3 Declaration

9. Please tick the box to declare that the information given is true and accurate \*

*Tick all that apply.*

I Declare

10. I understand that it is an offence under Data Protection Act 2018 to give false information to unlawfully obtain personal data to which I am not entitled to. \*

*Tick all that apply.*

I agree

11. Please upload identity documents. if you do not wish to upload using this form then you are able to post the document or bring them to us in person. \*

Files submitted:

12. I have provided the following required information (please tick all that apply): \*

*Tick all that apply.*

- Name and Address  
 At least One form of identification  
 Letter of Authority (if applicable)  
 Telephone Number

13. Date \*

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*Example: 7 January 2019*

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