**Personal data subject access request form**

**Explanatory notes**

Employees have a right under the Data Protection Act 1998 to make a request to their employer for disclosure of copies of personal data on them which is being processed by the Company: this is called a Subject Access Request. If you wish to make such a request, you should complete this form and return it to *[insert name, insert position]*

The right enables you to access data which is being ‘processing’ ie held, stored, transferred and currently used which specifically identifies you as the ‘data subject’.

**Upon receiving a request**

When we receive a SAR, we will seek to provide the data to you as soon as possible, and within 40 days of the date of receipt. In some cases, the data we hold on you will be exempt from the disclosure requirement and if an exemption applies, we will let you know.

We may contact you to ask you for further information so that we can deal with the request. We may also require you to provide evidence of your identity and pay a small fee. Please complete this form to the best of your ability to enable a swift and effective response from us.

**Complying with a request**

In supplying data to you, we will comply with our data protection policy. This may mean redacting any data to avoid disclosing the identity of third parties who have not given their consent to their data being disclosed.

We may provide the data by means of hard copy or email.

The form

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| **Details about you** | |
| Forename |  |
| Surname |  |
| Please also state any other names which you have used whilst employed by *[insert name of employer]*, eg before you were married, entered into a civil partnership, underwent gender reassignment surgery, changed your name by deed poll, or any other reason. |  |
| Telephone number (landline)  (mobile) |  |
| Email address |  |
| Are you a currently engaged to work at the Company ie employee, worker, freelance contractor? | Yes/No |
| If you answered ‘yes’ to the previous question, please state the department/location where you currently work and your start date | Department:  Start date: |
| If you answered ‘no’ to current engagement, please indicate here your relationship with the Company | 1. Former worker 2. Former employee 3. Job applicant/candidate |
| If you are a former employee/worker, please state the department/location where you worked and the start and end dates of your engagement | Department:  Start date:  End date: |
| If you are/were a job applicant or candidate, please indicate the dates of your job application and interview | Job application:  Job interview: |

Please give as much information as you can on the data you would like access to. We will be able to deal with your request much more quickly if you are able to tell us exactly the data you are referring to.

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| **DETAILS ON THE** **DATA** | |
| List here the data you would like to be disclosed |  |
| Who at the Company do you believe holds that data? |  |
| Which department(s) at the Company do you believe holds the data? |  |
| Please list here any other information which may help us identify the specific data you are referring to |  |

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| **EVIDENTIAL REQUIREMENTS** | |
| Please provide any two of the following items as evidence of your identity. You may supply these in person or by post. If you supply them by post, we will send them back to you if you supply a stamped addressed envelope by first class mail unless you have supplied the costs of a registered/special delivery. | |
| Driving licence | Passport |
| Recent utility bill showing your name and address, as shown above | Recent credit or debit card statement showing your name and address, as above. |

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| **DECLARATION** | |
| I confirm that:   * I am making a Subject Access Request under the Data Protection Act 1998 to receive a copy of my personal data that the Company is processing * I am making a truthful statement as to my right under the Act to have access to that personal data * I understand that the Company may contact me to obtain further information on my request * [*Optional]* Please find enclosed a cheque for the sum of £10.00 made payable to *[insert name of employer]*. | |
| Signed: |  |
| Date: |  |