

SUBJECT ACCESS REQUEST FORM

Subject access request form guidance

How should I use my subject access request form?

Your subject access request form is a crucial aspect of your GDPR compliance. Under GDPR, all individuals have the right to request for a copy of data your company may have in relation to that individual. If you receive these sort of requests, you should ask the individual in question to complete and submit to you a subject access request form.

As part of this document, you will find:

- A. Subject access request process template
- B. A subject access form template
- C. A subject access request form response letter template
- D. A subject access request register and tracking form

Will I need to update my subject access request form?

Yes. Your subject access request form is a crucial tool to maintain ongoing GDPR compliance. We recommend you review this policy document on a regular basis.

A. Subject access request process template

[COMPANY NAME] is committed to upholding the rights of individuals as defined under GDPR. This is why we observe the right of individuals to request any data that we may hold on them as part of a recorded subject access request.

We are committed to performing subject access requests in a timely and accurate manner. For guidance purposes, subject access requests should adhere to the following six steps:

1. Receive and record the subject access request
2. Verify the identity of the individual making the request
3. Process the subject access request
4. Verify response
5. Respond to the subject with the relevant information
6. Record the request and following interactions

B. Subject access request form template

Please complete this form if you'd like [COMPANY NAME] to supply you with a copy of any data relating to you that we may hold.

[COMPANY NAME] observes your right and entitlement to receive this information under the European Union's General Data Protection Regulation and the Data Protection Act 2018.

As part of your subject access request, [COMPANY NAME] will also supply you with information about any processing activity that has taken place involving your personal data, as well as the period of retention that has been applied to the data in question.

After receiving this request, [COMPANY NAME] will provide you with a confirmation of receipt, as well as a confirmation of receipt concerning any additional information we may ask you for to process your request.

Upon your examination of this data, please note that you have the right to request corrections to be made, restrict use or tell us to delete your information.

Please note that the information you provide us with as part of this request form will be used solely to identify the data you are requesting and to respond to your request. You do not need to complete all fields of this form if you do not wish to do so, but completion will enable us to better facilitate your request.

1. Your contact details

First name	
Last name	
Address	
Telephone	
Email	

2. Are you requesting information about yourself?

[COMPANY NAME] is committed to protecting your data, and so to ensure that we are releasing your personal data to the right person, we will need you to supply us with proof of identity and address.

To verify your identity, please send us a scan or photocopy of one item from **both** of the categories below:

- **Proof of your identity**
 - Passport
 - Driving licence

- National identity card
- Birth certificate
- **Proof of your address**
 - Bank statement
 - Utility bill
 - Credit card statement (must be under three months old)
 - Current driving licence
 - Current TV licence
 - Local authority tax bill
 - HMRC tax document (must be under one year old)

Please **do not send original copies** of documentation.

If you are unable to provide us with sufficient evidence to verify your identity, [COMPANY NAME] reserves the right to refuse your subject access request.

3. Are you requesting information on behalf of someone else?

If you are requesting data on the behalf of the individual that data relates to, you must include the following alongside your completed subject access request form:

- Written consent from the data subject giving you authority to request this information
- Proof of the data subject's identity
- Proof of your identity

To verify your identity and the identity of the data subject, please send us a scan or photocopy of one item from **both** of the categories below:

- **Proof of your identity**
 - Passport
 - Driving licence
 - National identity card
 - Birth certificate
- **Proof of your address**
 - Bank statement
 - Utility bill
 - Credit card statement (must be under three months old)
 - Current driving licence

- Current TV licence
- Local authority tax bill
- HMRC tax document (must be under one year old)

Please **do not send original copies** of documentation.

If you are unable to provide us with sufficient evidence to verify your identity, [COMPANY NAME] reserves the right to refuse your subject access request.

Contact details of the data subject:

First name	
Last name	
Address	
Telephone	
Email	

C. What information are you requesting?

In the box below, please tell us the information you would like to receive, alongside any information or details you think may assist us in identifying the data in question to process your request.

Please specify if you would like to receive any details relating to why [COMPANY NAME] is processing your data, who has access to that data and how we were supplied that data.

Please note there may be situations in which disclosure of data or information could adversely affect the rights of others. If we believe disclosure of data to you is not compatible with our duty to uphold the individual rights of others, we will explain this to you, outlining our reasoning.

[COMPANY NAME] will strive to process and complete your subject data access request in a fashion that is satisfactory to all parties; however, there may be times when we cannot provide you with copies of the data you have requested if it would take disproportionate effort. We reserve this right under the Data Protection Act 2018.

Please note that while [COMPANY NAME] strives to carry out and complete subject access requests to all individuals free of charge, we reserve the right under Article 12 of the General Data Protection Regulation to charge a nominal fee or refuse a request that is considered manifestly unfounded or excessive.

D. Your declaration

Please read and sign the following declaration for us to process your subject access request.

I confirm that I have read the terms of this subject access request form and understand those terms. I hereby certify the information I have provided on this form is true and accurate. I understand it is necessary to verify my identity and/or the identity of the aforementioned data subject to process this request. I understand I may be asked to submit more information to facilitate this request.

Signature: _____

Date: _____

C. Subject access request response template

Subject line: **Subject access request: reference *|REFERENCE NUMBER|***

Dear *|NAME OF INDIVIDUAL|*

Thank you for your request dated *|DATE REQUEST WAS MADE|* concerning *|DATA SUBJECT|*. We have processed your request, and are pleased to enclose the requested information.

|INFORMATION REQUESTED|

We hope you find provision of this information satisfactory. Please do not hesitate to contact us with further queries.

Best wishes

|COMPANY NAME AND/OR NAME OF INDIVIDUAL PROCESSING REQUEST|

D. Subject access request log template

[COMPANY NAME] records all subject access requests. Please use the table provided to document all requests and their corresponding outcomes.

Subject access request number	Date request received	Data subject identity confirmed	Request response verified	Request response submitted	Total number of days to request completion