

**Data Protection Act 1998 & GDPR
Subject Access Request (SAR)
Form**



Please write in **BLACK** in **BLOCK CAPITAL LETTERS** inside the boxes.

I am the Data Subject (The person the information is about):

I am acting on behalf of the Data Subject: Please complete Parts 1, 3 and 4 plus Part 6 if necessary.

If you are seeking information on behalf of someone who is unable to act for themselves, you must explain your relationship, what information you require and why it is required. Please note that information relating to someone else will not be disclosed without the data subject's written consent or an appropriate Court Order or Power of Attorney. Accordingly, I enclose:

The Data Subject's written consent to disclosure of the information requested at Part 3:

A Court Order (e.g. Power of Attorney) permitting release of the information requested at Part 3:

My relationship to the data subject is:

(Please specify e.g. Doctor/Solicitor/Spouse/Civil Partner/Father/Mother/Brother/Sister)

Part 1 – Data Subject Personal Details

Surname:		Full Forename(s):		Title:	
Service/Staff No:		Date of Birth:			
National Insurance Number:		Contact Tel. No:		E-mail address:	

Please provide the address that you want the information sent to plus your daytime telephone number (if different from above, in case we need to speak to you to discuss your request). If seeking information on behalf of someone else please provide your full name. In the event you would like the information sent electronically please provide email.

Surname:		Full Forename(s):		Title:	
Address Line 1:		Daytime Telephone:			
Address Line 2:		County:			
Email Address:		Postcode:			
Town:		Country:			

Part 2 - What to do next

Please complete Parts 3 and 4 plus Part 6, if necessary, and forward the form (plus written consent and/or court order if acting on behalf of the data subject) to the address below. Please mark the envelope as STRICTLY CONFIDENTIAL:

Options Skills Ltd	FAO: Options Skills Ltd – STRICTLY CONFIDENTIAL Options Skills Birmingham The Jubilee Centre 130 Pershore St Birmingham West Midlands B5 6ND
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PRIVATE (When completed)
Data Protection Act 1998 & GDPR SAR Form – Options Skills Ltd.

Part 3 – Information Requested

State clearly the information you require, with dates where known e.g. *what personal data you hold on me, when did you acquire it, please provide confirmation of my opt-in. The more specific you can be the more it helps us collate and provide an accurate timely response.*

Please provide as much information as possible to assist us in locating your data

Continue using Part 6, if necessary

Please enter the number of Continuation Sheets used:



Options Skills Ltd will use the information provided to locate the data sought. Your request will be processed in accordance with EU GDPR 25th May 2018 and personnel policies under the Data Protection Act 1998.

Part 4 – Declaration by Requestor

Verification of identity is required before your request can be processed

I enclose as verification of identity a photocopy of my: Passport: Driving Licence: Utility Bill: Other:

I declare that, to the best of my knowledge, the information I have provided on this form is correct.

Signature:

Name in Capitals:

Date:

Part 5 – GDPR Staff Use Only

Actioned By: <i>(Name in Capitals)</i>	Date Received:	SAR Reference No:
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Signature:

Date Responded:

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Part 6 – Information Requested Continuation Sheet

Only use this sheet where you have been unable to detail all of the information you are requesting at Part 3.

Name in Capitals:	Service/Staff No:	Date:
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<p><i>Please provide as much information as possible to assist us in locating your data</i></p> <p><i>Continue using another Part 6 sheet, if necessary</i></p>	
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Continuation Sheet No:	
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