Subject Access Request

Identification:

 Full Name:

|  |  |
| --- | --- |
| Address: |  |
|  |  |
| Postcode: |  |
| Email: |  |
|  |  |
| Telephone: |  |
| Date of Birth |  |

Please attach a copy of one of the below to enable us to identify you:

Birth Certificate 🞏
Driving Licence 🞏
Passport 🞏

This information will not be used for any other purpose and will not be shared.

Data Request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Details (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Filling in the Subject Access Request Form:

So that we can provide a complete report without the need to request further information, please follow the steps below guiding you through the form.

Please note that no information provided in the form will be shared in any capacity with any other organisation and will not be used for any other purpose within this organisation which is not specifically related to your subject access request.

Steps:

1. Provide all given names followed by surname. If you are recognised by a given name other than your first given name, please add it after your surname in brackets.
2. Provide the address at which you presently reside including your postcode. If you have not lived at that address for 3 years please provide your previous addresses.

Please do not attempt to provide only an address which you believe we may hold for you, if it is not where you currently live. We will post your request back to the address provided.

1. If you are unsure of the email we hold for you, please add more than one.
2. Please provide your contact telephone number. If you have more than one (mobile and a landline), please add them both, separated by a comma.
3. Please provide an accurate date of birth.
4. We require a copy of either your Birth Certificate, Driving Licence or Passport. As stated before this information will not be shared. This will not be shared visually, verbally or physically for anything other than to fulfil this subject access request.
5. Please advise the area(s) from which you would like to receive data. You can select data from numerous sections.

Your request should be emailed to the following address ITSUPPORT@ukcoaching.org