



# SAR Form

## General Data Protection Regulations Subject Access Request Form

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. Your request will be processed within 40 calendar days upon receipt of a fully completed form and proof of identity.

### Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

### Administration fee:

**UK Staff Search** policy is not to charge for Subject Access Requests.

### Section1

If you are seeking information in relation to your employment alerts or other email received from **UK Staff Search** please provide details below.

Please fill in your details (or details of the data subject). *If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.*

Title: Mr      Mrs      Ms      Miss      Other - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Surname/ Family Name:
First Name(s)/Forenames:
Date of Birth:
Address:
Post Code:
Email address:

## Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

What is your relationship to the 3rd party and reason for request:

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If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

- Letter of authority
- Lasting or Enduring Power of Attorney
- Other (give details):

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Details of Person (other than data subject) requesting information:

Title: Mr      Mrs      Ms      Miss      Other - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Surname/ Family Name:
First Name(s)/Forenames:
Date of Birth:
Address:      Post Code:  Email address:

***Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.***

### Section 3

You must provide us with appropriate, up to date (letters dated within 2 months of request) and adequate forms of identification:

Data Subject Identification:

I am enclosing the following copies as proof of my identity (or identity of data subject):

- Birth Certificate
- Driving Licence
- Official Letter (as proof of address)

If you are not the Data Subject please also provide your own personal Identification:

I am enclosing the following copies as proof of my identity:

- Birth Certificate
- Driving Licence
- Official Letter (as proof of address)

*Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.*

Section 4:

<b>Data Subject Declaration:</b>  I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that <b>UK Staff Search</b> is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to comply with this subject access request.	
Name:	
Signature:	Date:
OR	
<b>Authorised person – Declaration (if applicable):</b>  I confirm that I am legally authorised to act on behalf of the data subject. I understand that <b>UK Staff Search</b> is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to comply with this subject access request.	
Name:	
Signature:	Date:

*Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.*

I wish to:

- Receive the information in electronic format
- Receive the information by post
- View a copy of the information only
- Be notified my data has been deleted.
- Other - please specify below:

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## Section 5:

Please send your completed form and proof of identity to:

### **UK Staff Search**

Data Controller  
Suite 15, St.  
Leonards Road,  
Windsor, Berkshire,  
England, SL4 3BB

*\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly.  
However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household.*

***UK Staff Search** will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and will be disposed of in a safe and secure manner.*