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**Subject Access Request Form**

***1. DATA SUBJECT DETAILS***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | Mr ☐ | Mrs ☐ | Miss ☐ | Ms ☐ | Other  ☐ |
| **Surname** |  | | | | |
| **First Name(s)** |  | | | | |
| **Current Address** |  | | | | |
| **Telephone number** |  | | | | |
| **Home** |  | | | | |
| **Work** |  | | | | |
| **Mobile** |  | | | | |
| **Email address** |  | | | | |
| **Date of Birth** |  | | | | |
| **Means of identification provided to confirm name of data subject:** |  | | | | |
| **Details of data requested:** |  | | | | |

***2. DETAILS OF PERSON REQUESTING THE INFORMATION***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you acting on behalf of the data subject with their [written] or other legal authority? | Yes ☐  No ☐ | | | | |
| If ‘Yes’ please state your relationship with the data subject (e.g. parent, legal guardian or solicitor) |  | | | | |
| **Please enclose proof that you are legally authorised to obtain this information** | | | | | |
| **Title** | Mr ☐ | Mrs ☐ | Miss ☐ | Ms ☐ | Other ☐ |
| **Surname** |  | | | | |
| **First Name(s)** |  | | | | |
| **Current Address** |  | | | | |
| **Telephone number** |  | | | | |
| **Home** |  | | | | |
| **Work** |  | | | | |
| **Mobile** |  | | | | |
| **Email address** |  | | | | |

**DECLARATION**

I, ………………………………………………………, the signatory and person identified above as the data subject, hereby request that Asia House provide me with the personal data about me identified above.

Signature: Date:

SAR form completed by [insert employee name]:

I, ………………………………………………………, the signatory and person identified at section 2 above, hereby request that Asia House provide me with the personal data identified above.

Signature: Date:

SAR form completed by [insert employee name]:

Please find enclosed the proof of payment:

Cheque 🞏

Postal Order 🞏

Proof of Bank Transfer 🞏

Please note: This form must be immediately forwarded to Asia House DPO/ responsible person.