

# Subject Access Request Form



You should complete this form to make a subject access request, which means you are asking the Company to confirm to you that it processes your personal data, and to obtain access to that data. The process to deal with a subject access request is detailed in the General Data Protection Regulation (GDPR).

Once completed, please submit this form to the Data and Compliance Manager.

Personal details	
Your name:	
Your employee number:	
Department:	
Telephone number:	
Email address:	
Home address:	
Information request	
Please use the space below to describe, in as much detail as possible, the information you wish to have access to. If appropriate, please include any dates relevant to the information sought. (Continue on a separate sheet if necessary)	
Employee declaration	
I confirm that I am the employee named above and the information requested above is in relation to me. I understand that I may be required to provide evidence to verify my identity.	
Your signature:	
Date:	