**The Gauchers Association**

**Subject Access Request Form**

**1. DATA SUBJECT DETAILS**

|  |  |
| --- | --- |
| **Title:** | Mr / Mrs / Miss / Ms / Other: |
| **First Name(s):** |  |
| **Surname:** |  |
| **Current address:** |  |
| **Postcode:** |  |
| **Country:** |  |
| **Telephone**  **International Dialing Code:**  **Landline:**  **Mobile:** |  |
| **Email:** |  |
| **Date of Birth (if under 16):** |  |
| **Means of ID provided to confirm name of Data Subject:** |  |
| **Details of data requested:** |  |
| **Date:** |  |

**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: |
| **First Name(s):** |  |
| **Surname:** |  |
| **Current address:** |  |
| **Postcode:** |  |
| **Country:** |  |
| **Telephone**  **International Dialing Code:**  **Landline:**  **Mobile:** |  |
| **Email:** |  |
| **Means of proof provided to confirm that you are legally authorised to obtain this information:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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|  |  |  |  |  |  |

**3. DECLARATION**

I, ………………………………………………………, the signatory and person identified above as the data subject, hereby request that The Gauchers Association 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 The Gauchers Association 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 The Gauchers Association’s Data Controller.