**Company Name**

**Subject Access Request Form**

The following information is required to help the Company to respond fully to your request. Please complete the information below and return this form by [***email/post***] to the [***insert name, job title and contact details***]. Please allow [***number of days***] days for a response.

**Your details**

Title:

Forename(s):

Surname:

Address:

Telephone/Mobile Number:

Email address:

**Information being requested**

Please provide specific details (and any relevant dates) of the information being requested and any additional information that may enable us to locate your personal data.

By completing this form, you are making a request under the General Data Protection Regulation (***GDPR***) for information held about you by the Company that you are entitled to receive.

**Declaration**

By signing below, you confirm that you are the Data Subject named in this Subject Access Request Form. You warrant that you are the individual named and will fully indemnify the Company for all losses and expenses incurred if you are not. The Company cannot accept requests in respect of your personal data from anyone else, including members of your family.

Employee Name:

Signature:

Date:

**This document is for general information purposes only. While we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, or suitability with respect to the content of this document.**

**In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the use of the documents.**