

SUBJECT ACCESS REQUEST (RECORD)

Document Control
Reference: GDPR REC 4.2
Issue No:
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1. DATA SUBJECT DETAILS:

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Telephone number:					
Home					
Work					
Mobile					
Email address					
Date of birth					
Details of identification provided to confirm name of data subject:					
Details of data requested:					

1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

Are you acting on behalf of the data subject with their written or other legal authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					

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Telephone number:	
Home	
Work	
Mobile	
Email address	

2. DECLARATION

I,, the undersigned and the person identified in (1) above, hereby request that RES Info-Tech Ltd provide me with the data about me identified above.

Signature:

Date:

SAR form completed by (name of data requestor):

I,, the undersigned and the person identified in (1.1) above, hereby request that RES Info-Tech Ltd provide me with the data about the data subject identified in (1) above.

Signature:

Date:

SAR form completed by (name of data requestor):

This form must immediately be forwarded to RES Info-Tech Ltd's Data Protection Officer / GDPR Owner at datacontroller@resinfo-tech.co.uk