

## Subject Access Request Form

Under the General Data Protection Regulation, you are entitled as a data subject to obtain from the Company, confirmation as to whether we are processing personal data concerning you, as well as to request details about the purposes, categories and disclosure of such data.

You can use this form to request information about, and access to any personal data we hold about you. Details on where to return the completed form can be found at the end of the document.

### 1. Personal Details:

Data Subject's Name:			
Home Telephone No:		DOB:	__ / __ / ____
Email			
Data Subject's Address:			

Any other information that may help us to locate your personal data:

### 2. Specific Details of the Information Requested:

I wish to:

<input type="checkbox"/>	Make a Subject Access Request
<input type="checkbox"/>	Have my data corrected. My correct details are:
<input type="checkbox"/>	Have my data erased
<input type="checkbox"/>	Restrict the processing of my data
<input type="checkbox"/>	Receive the personal data in a CSV format that I have provided to your organisation
<input type="checkbox"/>	Object to you processing my data

### 3. Representatives *(only complete if you are acting as the representative for a data subject)*

**[Please Note: We may still need to contact the data subject where proof of authorisation or identity are required]**

Representative's Name:		Relationship to Data Subject:	
Telephone No:		Email:	
Representative's Address:			

**I confirm that I am the authorised representative of the named data subject:**

**Representative's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

### 4. Confirmation

**Data Subject's Name:** \_\_\_\_\_ [print name]

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 5. Completed Forms

**For postal requests, please return this form to:** Data Manager

Safeguard House

Clay Lane

Guildford

Surrey GU4 7NZ

Tel: 01483 561103

E: [info@safeguardcoaches.co.uk](mailto:info@safeguardcoaches.co.uk)

For email requests, please return this form to: : [info@safeguardcoaches.co.uk](mailto:info@safeguardcoaches.co.uk) marked FAO the DATA  
MANAGER