

SUBJECT ACCESS REQUEST FORM



Data Protection legislation in the UK provides you with the right to receive a copy of the data we hold about you, or to authorise someone to act on your behalf.

Please complete this form if you wish to see your data. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Section 1

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title: Mr Mrs Ms Miss Other_____

Full Name: _____

Date of Birth: _____(DD/MM/YYYY)

Address: _____

Post Code: _____

Previous Address: _____

Post Code: _____

Telephone Number: _____ **Email:** _____

If you are not the data subject and are acting on behalf of the individual who requires access to their personal information please complete **Section 2** of this form, and provide written authority.

Proof of Identity

We require proof of your identity before we can disclose personal data. Proof of your identity should include a certified copy of two documents such as your birth certificate, passport, driving license, official letter addressed to you at your address eg bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

I am enclosing the following certified copies as proof of identity (the data subject):

Birth certificate

Driving License

Passport

Official letter/utility

Declaration

Data Subject

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I give my consent for Training in Action Ltd to process this information in order to carry out my request.

Name: _____ **Signed** _____

Date: ___/___/___

I wish to:

Receive the information in electronic format

*Receive the information by post

View a copy of the information only

Collect the information in person

Go through the information with a member of staff

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household.

Please send your completed form and proof of identity to:

The Data Protection Officer
Training in Action Ltd
Lyndale House
6 The Avenue
Truro TR1 1HT

or email to Juliet@tia.co.uk

Training in Action Ltd is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to comply with this subject access request.