

## Subject Access Request Form (GDPR - Record)

### 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"/>	[If other]:
Surname						
First Name(s)						
Current Address						
Telephone Number						
Home						
Work						
Mobile						
Email						
D.O. B						
ID Confirmation Evidence						
Details of Data requested.						

### 2. Details of Person(s) requesting the information:

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 ( <i>e.g. parent, legal guardian or solicitor</i> )		
Evidence required: Please enclose proof that you are legally authorised to obtain this information.		

[If different from section 1]

Title	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Miss. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Other. <input type="checkbox"/>	[If other]:
Surname						
First Name(s)						
Current Address						
Telephone Number						
Home						
Work						
Mobile						
Email						

### 3. Declaration

I, ....., the undersigned and the person identified in (1) above, hereby request that Artisan People provide the personal information held relating to the above request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form is to be submitted to Artisan People's appointed data protection Officer, whom will carry out the SAR procedure. Please send to [dataprotect@artisanpeople.com](mailto:dataprotect@artisanpeople.com)