



SUBJECT ACCESS REQUEST FORM

Please make sure you:

- read the attached guidance notes
- complete the form in block capitals and black ink
- complete the appropriate sections

The information requested below is to help us to confirm your identity and locate any data held about you.

SECTION 1 – About you

Surname / Family Name	
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other :
Forename	
Current Address	
Email Address	

Please note - if we request any additional information, we can only accept your response by post for security reasons.



SECTION 2 – Personal data sought

To help us locate all the information that may be held on you, please supply any additional details below (and continue on a separate sheet if necessary). We advise you to include, where relevant, a description of the information you are looking to get. For example it would be useful for us to be advised of a description of the circumstances in which you have made contact with YOUpresent.

SECTION 3 – Proof of your identity

To help establish your identity, your application must be accompanied by a minimum of 2 original pieces of official identity documentation which between them provide sufficient information to prove your name, date of birth, current address and signature. For example, this could be a driving licence, birth/adoption certificate or passport to prove your identity and a utility bill or official document no more than 3 months old to prove your current address details.

Please specify below the exact documents you have sent with your application:

Document 1 : _____

Document 2 : _____

Please note - original documents must be submitted. Photocopies will not be accepted. Once your identity has been validated we will return your documents by secure postal delivery.



SECTION 4 – Enforced Subject Access

Section 56 of the Data Protection Act makes it an offence for a person to require you to apply for information from YOUpresent for the purposes of recruitment, your continued employment or for any contract for the provision of services.

Have you been required to apply for information by a third party for any of the reasons above (please tick)?

Yes No

If 'Yes', please provide the name, post title and address of the person asking you to apply for information:

SECTION 5 – Fee

A Subject Access Request to YOUpresent will cost £10.00 What form has the fee been provided?

Check Wire Transfer PayPal

Please ensure the cheque/postal order is made payable to YOUpresent Ltd.



SECTION 6 – Declaration (to be signed by the applicant)

I certify that the information I have provided above is correct and I am the person to whom it relates.

Signed: _____

Print Name: _____

Date: _____

Warning – A person who impersonates another or attempts to impersonate another may be guilty of a criminal offence.

SECTION 7 – Submission

Thank you for taking the time to complete the form in full. In the event that additional details are required, YOUpresent will contact you in writing at your current address. All correspondence in relation to this request will be marked 'Private and Confidential'.

When completed, please return your subject access application form together with your identity documents and payment to:

The Subject Access Department
YOUpresent Ltd.
Chantecler
Altwood Bailey
Maidenhead
SL6 4PQ
United Kingdom

If you need any assistance to complete the form, or any information relating to this subject access request, please contact YOUpresent using the contact address provided on the accompanying guidance notes.



OFFICIAL USE ONLY

To be completed by YOUpresent staff member receiving Subject Access.

Check that the form has been completed is legible and you are satisfied with the applicants' identity. The complete the form below accordingly.

Date application received.....

Application is legible? Yes/No

Application and Identification documents checked? Yes/No

List Identity document(s) provided (including name of person).....

.....

Payment received? Yes/No Receipt number.....

Print name of person completing.....

Signature.....

If the application is rejected this box needs to be completed by staff member receiving Subject Access.

Date application rejected.....

Reasons for rejection.....

Action taken.....

When closed.....

Staff member name.....

Signature.....

Tracker (referral to other site).....