



## Subject Access Request (SAR) Form

This form is to be used to make a Subject Access Request under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

You may use this form to request access to personal data held about you by the Parish Council.

### 1. Applicant Details

Full name:

Previous name(s) (if applicable):

Address:

Postcode:

Telephone number:

Email address:

### 2. Proof of Identity

To help us process your request, please provide copies of identification documents. This may include:

- One form of photographic ID (e.g. passport or driving licence)
- One proof of address (e.g. utility bill dated within the last 3 months)

Please indicate what ID you have provided:

ID provided:

### 3. Details of the Information Requested

Please describe the personal data you are requesting. Providing as much detail as possible will help us locate the information more efficiently.

#### 4. Time Period

Please specify the relevant time period for the information requested (if known):

#### 5. Format of Response

Please indicate how you would like to receive the information (where possible):

☐ Email

☐ Paper copy

☐ Other (please specify):

#### 6. Declaration

I confirm that the information provided on this form is correct and that I am the data subject or am authorised to act on their behalf.

Signature:

Name (print):

Date:

#### 7. Parish Council Use Only

Date request received:

Identity verified:

Deadline for response (1 calendar month):

Request reference number:

Date response issued:

Please return this completed form to: [enquiries@eastwitteringbrackleshampc.org.uk](mailto:enquiries@eastwitteringbrackleshampc.org.uk)

The Parish Council will respond to your request within one calendar month of receipt, subject to verification of identity.