

SUBJECT ACCESS REQUEST (SAR)

Please complete and return this form with any copies of documents to ICNARC's Data Protection Officer using dpo@icnarc.org or the address above.

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"/>
Name					
Current address					
Telephone number:					
Email address					
Details of identification provided:	<p>Please provide copies of any two of the following to confirm your identity:</p> <p><input type="checkbox"/> Passport</p> <p><input type="checkbox"/> Driving licence</p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> Utility bill (from last 3 months)</p> <p><input type="checkbox"/> Current vehicle registration document</p> <p><input type="checkbox"/> Bank statement (from last 3 months)</p> <p><input type="checkbox"/> Rent book (from last 3 months).</p>				
Details of data requested:	<p>Please describe what personal data you wish to receive, including: where you think it is held and if known:</p> <p>Where you think the information is held: _____</p> <p>_____</p> <p>Date range: [_____] to [_____]</p> <p>Names of people in ICNARC who may hold your personal data: _____</p> <p>_____</p>				

2. DETAILS OF REPRESENTATIVE REQUESTING THE INFORMATION ON BEHALF OF THE DATA SUBJECT:

Are you acting on behalf of the data subject with their <i>[written]</i> or other legal authority?	Yes <input type="checkbox"/>				
	No <input type="checkbox"/>				
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)					
Please enclose proof that you are legally authorised to obtain this information.					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Telephone number:					
Home					
Work					
Mobile					
Email address					

3. DECLARATION

To be completed by the data subject named in (1) above:

I,, the undersigned and the person identified in (1) above, hereby request that ICNARC provide me with the data about me identified above.

Signature: _____

Date: _____

Please complete this section if you are NOT the data subject detailed in (1) above, but are authorised to act on their behalf as per (2) above.

I,, the undersigned and the person identified in (2) above, hereby request that ICNARC provide me with the data about the data subject identified in (1) above.

Signature: _____

Date: _____