1. **DATA SUBJECT DETAILS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | Mr | Mrs | Miss | Ms | Other: |
| **Surname** |  | | | | |
| **First name(s)** |  | | | | |
| **Current address** |  | | | | |
| **Telephone number:** |  | | | | |
| **Home** |  | | | | |
| **Work** |  | | | | |
| **Mobile** |  | | | | |
| **Email address** |  | | | | |
| **Date of birth** |  | | | | |
| **Details of identification provided to confirm name of data subject:** We will need two copies of forms of identification, which can be:   * Passport * Driving licence * Birth certificate * Utility bill (from last 3 months) * Current vehicle registration document * Bank statement (from last 3 months) * Rent book (from last 3 months). |  | | | | |
| **Details of data requested:** |  | | | | |

* 1. ***DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you acting on behalf of the data subject with their written consent or other legal authority? | | | Yes  No | | |
| 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 | Mrs | Miss | Ms | Other: |
| **Surname** |  | | | | |
| **First name(s)** |  | | | | |
| **Current address** |  | | | | |
| **Telephone number:** |  | | | | |
| **Home** |  | | | | |
| **Work** |  | | | | |
| **Mobile** |  | | | | |
| **Email address** |  | | | | |

1. **DECLARATION**

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

Signature: Date:

SAR form completed by (employee name):

I, ………………………………………………………, the undersigned and the person identified in (1.1) above, hereby request that Saving Faces provide me with the data about the data subject identified in (1) above.

Signature: Date:

SAR form completed by (employee name):

This form must immediately be forwarded to Saving Faces’ Data Protection Officer