# Subject Access Request Form

Under Article 15 of the General Data Protection Regulation, you have a right to access personal information that (NGB - Example) may hold about you. However, to ensure we provide information in line with our legal requirements we need to confirm your identity. Please complete this form and return using the email address stated at the end of this form.

# Part 1 – About Yourself

**SURNAME: FIRST NAME(S):**

**ALTERNATIVE NAMES:**

**CURRENT ADDRESS:**

(inc postcode)

If you have lived at this address for less than 1 year, please give your previous address:

**PREVIOUS ADDRESS:**

(if relevant)

**PHONE NO:**

**EMAIL ADDRESS:**

**DOB:**

# Part 2 - Locating Your Personal Information

In order for us to be able to locate the information you are seeking, please provide some details, if known, as to where you feel information is held about you. If you would like to provide any further information that you feel would be helpful in locating your personal information, please provide this in the box named Additional Information.

**SUBJECT DETAILS:**

**NAME OF CONTACT AT (NGB - EXAMPLE):**

(if known)

**DATES OF CONTACT:**

(Approximately – this assists our administration in retrieving your data)

**ADDITIONAL**

**INFO** (e.g. membership numbers, staff number if previous employee. Specifics if appropriate of the information you are seeking.)

You may continue on plain sheets if necessary

# Part 3 – Confirming Your Identity

In line with GDPR, we will require additional information to enable identification.

Please provide proof of name/postal address. For identity purposes, please send/scan/photograph a copy of **one** of the following documents listed below. Hard copies of documents will be returned to you, once the search is completed if requested.

Proof of postal address can include:

* Original of electricity bill
* Original of gas bill
* Original council tax bill
* Original of any other bill in your full name
* Bills should not be more than six months old

# Part 4 - Declaration

Please read the following declaration carefully and sign and date it.

I, . . . . . . . . . . . . . . . . . . . . . certify that the information provided on this application to (NGB - Example) is true. I understand that it is necessary for (NGB - Example) to confirm the data subject’s name and address and that it may be necessary for (NGB - Example) to request more details from me in order to be able to locate the correct information.

Signature: ……………………………………… Date: ……………………………………

Please return the completed form to:

## The Data Protection Officer

**Email: example@example.com**

(NGB - Example)

Wales National Pool

Sketty Lane

Swansea

SA2 8QG

**Please respond using the email address provided.**

**OFFICE USE ONLY:**

Document type used for verification and date:

Name: