

subject access request

This is a formal application for the disclosure of personal information held by Source Design Limited. This process will be completed as quickly as possible but may take up to 30 days from receipt of verifiable identity.

Please ensure that all sections of this form are completed prior to submission or we may not be able to progress your request. Once complete please forward this form together with proof of identity to:

SAR
Source Design,
2 Nettles Lane,
Shrewsbury,
SY3 8RJ

data subject details

Title: Mr [] Mrs [] Miss [] Ms [] Other []

Surname: _____
(if this changed in the last five years please include your previous surname)

First names(s): _____

Current address: _____

Previous address: _____

(if different within the last five years)

Telephone:
Home: _____
Work: _____
Mobile: _____

Email address: _____

Date of Birth: _____

Details of identification provide to confirm identity:

- Passport
- Driving licence
- Birth certificate
- Utility bill (less that 3 months old)
- Current vehicle registration document
- Bank statement (less than 3 months old)

Please note: You will need to provide two copies of identification one of which must be a photo ID

Details of person requesting the information: (if not the data subject)

Are you acting on behalf of the data subject with their written or other legal authority? Yes No

If 'Yes' please state your relationship with the data subject e.g. legal guardian, solicitor. _____

Please note: you will need to provide formal legal documentation of authority for verification before any data can be released.

declaration

I [name of applicant] _____ hereby formally request Source Design Limited to release a copy of the personal data belonging to [name of data subject] _____ in accordance with current GDPR legislation.

Signed: _____

Dated: _____

On behalf of: _____ (if applicable)

Please Note: once your identity has been verified this information will no longer be retained and securely destroyed.