

Cognisco Ltd

Subject Access Request Record

Document Ref:	(Ref)
Version:	1
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Author:	A Ellis
Approved by:	(Approver)
Confidentiality level:	Public / Internal / Confidential [Delete as appropriate]

This is an example Data Subject Access Request Form. We recommend using the details below in addition to company specific data required.

(SECTION A) DATA SUBJECT DETAILS:					
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					
Postcode					
Preferred contact number:					
Email address					
Date of Birth					
Details of identification provided to confirm name of data subject: e.g passport, driving license					
Details of data stored and processed:					
(SECTION B) DETAILS OF PERSON REQUESTING THE INFORMATION:					
Are you requesting access for yourself (the Data Subject)?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
If 'No', Are you acting on behalf of the data subject with their [written] 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					
Postcode					
Preferred contact number:					
Email address					

DECLARATION

Please complete either declaration Box A or Box B

Box A

Please complete if you are requesting data for yourself

I,, the undersigned and the person identified in above (Section A), hereby request that Cognisco Ltd provide me with the data about me identified above.

Signature:

Date:

Subject Access Request form completed by (employee name):

Box B

Please complete if you are requesting data on behalf of someone else

I,, the undersigned and the person identified in above (Section B), hereby request that Cognisco Ltd provide me with the data about the data subject identified in above.

Signature:

Date:

Subject Access Request form completed by (employee name):

Forward this form immediately to Cognisco Ltd's (Data Protection Officer / GDPR Owner). Cognisco Ltd will respond within 1 month of the signature date.

Document Management

This document is valid as of January 2018.

This document is reviewed periodically and at least annually to ensure compliance with the following prescribed criteria.

- General Data Protection Regulation
- Legislative requirements defined by law, where appropriate

(Role)

(Author)

(Signature)