

Subject Access Request Form

The Data Protection Act 1998 provides an individual (“the Data Subject”) with the right to request details about and a copy of any personal data we hold about them. Your entitlement will continue to be under the EU General Data Protection Regulation (GDPR), which comes into effect on 25 May 2018.

Please note that this form can only be used to obtain a copy of personal data which is held by Special Ambulance Transfer Service Ltd. If you would like to request information held by Special Ambulance Transfer Service Ltd you will need to contact us directly.

Before we deal with your request, we need to verify your identity. We will also ask you below to provide any further information that will help us to locate your data and thereby speed up our response to your request.

This form can also be used to confirm the identity and authority of someone making the request on behalf of the Data Subject.

We will comply with your request promptly and, in any case, within 40 days of receipt of both the required fee and the documents necessary to confirm the Data Subject’s identity and, if a third party is making the request on behalf of the Data Subject, receipt of written authority from the Data Subject for them to make the request.

Please complete the following sections and provide the document requested:

Section 1: Data subject’s details

Title: Mr/Mrs/Miss/Other

Full Name:.....

Previous name (if relevant):.....

Address:.....

.....

.....

Contact details (if we need to contact you about your request)

Telephone number:.....

Or

Email address:.....

Section 2: Details of the person requesting the information

Are you the Data Subject?

Yes

No

If you answered 'Yes', go straight to section 3. Otherwise please provide the following information:

Full Name:.....

Company:.....

Address:.....

.....

.....

Contact details (if we need to contact you about your request)

Telephone number:.....

Or

Email address:.....

If you are NOT the Data Subject, you must supply us with a copy of the Data Subject's signed written authority for you to make this request on their behalf.

Section 3: Documents to confirm Data Subject's identity and address

You must confirm the identity on the Data Subject by sending us a copy of two of the documents listed below. Please tick the appropriate box to indicate which documents you have enclosed

Please select **ONE** of the following:-

Full Valid Driving Licence

Birth certificate or certificate of registry of birth or adoption certificate

Full valid current passport

AND

One from the following:-

Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter

Council tax demand in the Data Subject's name for the current financial year

Section 4: Requested Information

Please provide a description of the information you are requesting and the range of dates that you would like us to search our records:

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Formal Declaration

In exercise of the right granted to me/the Data Subject under the terms of the Data Protection Act 1998, I request that you provide me with a copy of my personal data/the personal data about the Data Subject which you process.

I confirm that this is all of the personal data to which I am/the Data Subject is requesting access. I also confirm that I am with the Data Subject or that I have valid authority to request their personal data on their behalf. I am aware that it is an offence under the Data Protection Act 1998 to unlawfully obtain such personal data e.g. by impersonating the Data Subject.

I certify that the information given in this form is true. I understand that it is necessary for Special Ambulance Transfer Service Ltd to confirm my/the Data Subject's identity and that Special Ambulance Transfer Service Ltd will not be able to satisfy the request unless and until the identity documentation has been received.