



Subject Access Request Form

Under article 15 of the General Data Protection Regulation 2016/679, as a data subject, you have the right to access your personal information that EdgCARE holds and processes about you.

In order to process your Subject Access Request, please complete this form and then return it to our Data Protection Officer as the address below.

a) **Details of person requesting information (the Applicant):**

Full name:

Date of birth:

Address:

Telephone Number:

b) **Are you the Data Subject (for example the named individual who the requested records refer)?**

YES: If you are the data subject please go to question e)

NO: Are you acting on behalf of the Data Subject with their written authority? If so, the written authority must be included. Please answer questions c) d) and f).

c) **Details of the Data Subject if different to those given in answer to question a).**

Full name:

Date of birth:

Address:

Telephone Number:

d) Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf:

e) Please give details as to the information you would like to review:
Include the date range(s) for the information held (approximate dates are acceptable):

As the data subject, we have to confirm your identity. Therefore, please provide the following proofs of your ID.

- Driving licence or, Passport or birth certificate of the data subject.
- Proof of address, e.g. a utility bill (no longer than 3 months old) of the data subject;

f) Please provide the following proof of Identity and authorisation from the Data Subject:

As you have confirmed that you are not the data subject but an authorised representative, we will require the following items of identity and authorisation.

- Driving licence or, Passport or birth certificate of the data subject.
- Proof of address, e.g. a utility bill (no longer than 3 months old) of the data subject.
- A signed letter of authorisation from the data subject consenting that the

lawful representative or solicitor can act on their behalf or has a Lasting Power Attorney in place.

NOTES:

EdgCARE will normally respond to a Subject Access Request within 30 days after receipt of the request. However, no personal information will be released until the EdgCARE is satisfied as to the identity and authority of the applicant.

EdgCARE may seek further information from the applicant as to the specific information requested. Any request for clarification will permit EdgCare to extend the processing period of the response and this will be communicated to the applicant should the need arise.

Please return this completed Subject Access Request (SAR) Form and any requested documentation to the address below:

Data Protection Officer
EdgCARE
Rear of 96 Edgware Way
Edgware
Middlesex
HA8 8JS
Tel: 020 3818 9240
Email: info@edgcare.net