

**Data Protection Act 1998
Subject Access Request Form**

1. Personal Details of Subject

Title	Forename(s)	Surname
Any previous name known to Auditing Solutions		
Date of birth	Current telephone number	
Current Address	Current email address	
Relationship to Auditing Solutions	Start and end dates of employment, contract or Client relationship with Auditing Solutions.	
Staff ID number or Client reference		
Any other information that could help identify your personal data		

2. Alternative Contact Details (third parties only)

Only complete this section if you are **not** the data subject, e.g. you are requesting information relating to another person.


Title	Forename(s)	Surname
Address	Telephone number	
	Email address	
Relationship to data subject		

3. Records Required

(PLEASE COMPLETE ALL SECTIONS)

A. Please tick the category into which your enquiry falls

Category	✓
Council data records	
Disciplinary records	
Grievance records	
Other HR related documents	
Health and medical matters	
Political, religious or trade union information	
Personal details, e.g. name, address and date of birth	
Other (please specify or describe if possible)	



AUDITING SOLUTIONS LTD

B. Please describe the information you seek in as much detail as possible. This will help us to identify the information you require. For example, 'Information relating to me contained in the April 2017 Internal Audit Report ...' or 'emails about me relating to x matter sent by A.N. Other between June and October 2017'.

C. Sections / Departments to search

Please tick below which (if any) of the following sections/departments the documents you are seeking may be found or which you would like us to search.

Section / Department	Search (✓)
Your Council	
Human Resources	
Payroll	
Finance Office	
Council Services	
• Invoice information	
• Market Stall information	
• Allotment register	
• Lease information	
• Council Services information	
Other (please specify if possible)	

4. Identity

If you are requesting personal data of which you are the subject you must supply:

- (a) a notarised photocopy of proof of identity with this form, such as passport, driving licence or Military ID card, and,

(We do not make this charge to current members of staff or current clients).

If you are requesting personal data on behalf of a subject you must describe your relationship to the subject and supply:

- (a) written signed authority of the subject;
- (b) a notarised photocopy of proof of the subject's identity with this form, such as passport, driving licence or Military ID card; and,

5. Declaration

I certify the information provided in this form is accurate to the best of my knowledge. I accept that the Auditing Solutions will take reasonable steps to establish identity prior to release of personal data.

I request that Auditing Solutions provide me with a copy of personal data relating to the subject named in Section 2 of this form.

I enclose the following:

- A photocopy of the data subject's proof of identity;
- Written and signed authority of the data subject (third parties only).

Signed	Please print name	Date
--------	-------------------	------

Document Control Information

Owner	Claire Lingard
Version Number	Version 1.0
Approval Date	24 th May 2018
Approved By	Stuart Pollard
Date of last review	25 th February 2019
Date of next review	25 th February 2020

