

# SUBJECT ACCESS REQUEST (RECORD)

**Document Control**  
 Reference: GDPR REC 4.2  
 Issue No: 1.0  
 Issue Date: January 2019  
 Page: 1 of 2

## 1. DATA SUBJECT DETAILS:

<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Surname</b>					
<b>First name(s)</b>					
<b>Current address</b>					
<b>Telephone number:</b>					
<b>Home</b>					
<b>Work</b>					
<b>Mobile</b>					
<b>Email address</b>					
<b>Date of birth</b>					
<b>Details of identification provided to confirm name of data subject:</b>					
<b>Details of data requested:</b>					

### 1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

Are you acting on behalf of the data subject with their <i>[written]</i> 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)					
<b>Please enclose proof that you are legally authorised to obtain this information.</b>					
<b>Title</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Surname</b>					
<b>First name(s)</b>					
<b>Current address</b>					

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<b>Telephone number:</b>	
<b>Home</b>	
<b>Work</b>	
<b>Mobile</b>	
<b>Email address</b>	

## 2. DECLARATION

I, ....., the undersigned and the person identified in (1) above, hereby request that Landmarks provide me with the data about me identified above.

Signature:

Date:

SAR form completed by (employee name):

I, ....., the undersigned and the person identified in (1.1) above, hereby request that Landmarks provide me with the data about the data subject identified in (1) above.

Signature:

Date:

SAR form completed by (employee name):

This form must immediately be forwarded to Landmark's Data Protection Officer.