

SUBJECT ACCESS REQUEST FORM

1. DATA SUBJECT DETAILS

Title	Mr	Mrs	Miss	Ms	Other:
Surname					
First name(s)					
Current address*					
Home Telephone					
Work Telephone					
Mobile Telephone					
Email address					
Date of birth					
Details of identification provided to confirm name of data subject**:					
Details of data requested:					

* If you have recently changed address, we may need your previous address in order to locate your records.

** We will need two copies of forms of identification. We do not need to retain the documents, but merely have sight of them. These documents can be: passport, driving licence, birth certificate, utility bill (from last 3 months), current vehicle registration document, bank statement (from last 3 months)

1.1. DETAILS OF PERSON REQUESTING THE INFORMATION *(if not the data subject)*

Are you acting on behalf of the data subject with their written or other legal authority?	Yes No				
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	Mrs	Miss	Ms	Other:
Surname					
First name(s)					
Current address					
Home Telephone					
Work Telephone					
Mobile Telephone					
Email address					

*** for example, letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney.

Continued overleaf



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2. DECLARATION

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

Signature:

Date:

SAR form completed by:

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

Signature:

Date:

SAR form completed by:

This form must immediately be forwarded to Pier Avenue Baptist Church's Data Protection Officer, Mrs H Baines, either by email (pabctreasurer@yahoo.com), or posted to: Mrs H Baines, C/O Pier Avenue Baptist Church, Pier Avenue, Clacton-on-Sea, Essex, CO15 1NJ.