



Subject Access Request Form

Please provide the following details about yourself:

Full name

Address

.....

.....

.....

Tel No

Fax No

E-mail:

Are you requesting information about yourself?

If so, you are the data subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate (or photocopy)

If not, please supply the written consent of the data subject and supply their details as follows:

Full name

Address

.....

.....

.....

Tel No

E-mail:



ALL APPLICANTS MUST COMPLETE THIS SECTION

I confirm that the information given on this application form to Chancellors is true, and I understand that Chancellors may need more information to confirm my identity/that of the data subject and to locate the information that I am requesting.

Signature:

Date:

Please return the completed form to the Data Protection Officer, Chancellors, One Station Square, Bracknell Berkshire, RG12 1QB (Dataprotection@chancellors.co.uk)

- a) Evidence of your identity(ies)
- b) Stamped addressed envelope for return of proof of identity/authority document, if required

Whilst Chancellors must respond to your request for information within 30 days, (20 Working days) please note this time period does not begin to run until all of the above have been received.