



SUBJECT ACCESS REQUEST FORM

You should complete this form if you would like us to supply you with a copy of any data we hold about you. You are currently entitled to receive this information under the Data Protection Act 1998 (DPA) and will continue under the EU General Data Protection Regulation (GDPR), which comes into effect on 25 May 2018.

We will endeavour to respond promptly within 30 days of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purpose of identifying the person you are requesting and responding to your request.

1. Details of the person requesting information

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Telephone number					
Email address					
Date of birth					

2. Are you the data subject?

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and your address. Please supply us with a photocopy or scanned image (do not send originals to us).

YES: I am the data subject, I include proof of my identity.

NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity.

Details of identification provided to confirm name of data subject: e.g. 1) Proof of identity – passport, driving licence, national identity, birth certificate. 2) Proof of address – utility bill, bank statement (no more than 3 months old), current TV licence, local authority tax bill, tax documentation	
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3. Details of the data subject (if different from section1)

Please enclose proof that you are legally authorised to obtain this information.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					

Current address	
Telephone number	
Email address	
Date of birth	

4. What information are you seeking?

Please describe the information you are seeking. In order to handle with your request as quickly and efficiently as possible, please provide relevant details you think will help us to identify the information you require.

5. Declaration

I,, the undersigned and the person identified in (1 or 3) above, hereby request that TrustedHousesitters provide me with the data about me identified above.

Signature:

Date:

SAR form completed by (employee name):

I,, the undersigned and the person identified above, hereby request that TrustedHousesitters provide me with the data about the data subject identified in (1 or 3) above.

Signature:

Date:

Please return the completed form to:

Chief Operating Officer
TrustedHousesitters Ltd.
20-22 Wenlock Road
London
N1 7GU

Email: privacy@trustedhousesitters.com