

Application for Data Subject Access Request

Section 1 – Data Subject Information

Although it is not a legal requirement to complete this form, any data provided will aid in providing the requested data. As such, we ask that you complete the following to aid us in fulfilling your request.

Surname	
Maiden Name (Or any previous Surnames)	
Forename(s)	
Address:	
Previous Address (if less than 3 years at above address)	
Date of birth	
Description of Information Required	
Any additional details (such as relevant dates, contact names, references etc)	
Dates to be searched	From: To:

Section 2 – Applicant Information

PLEASE COMPLETE THIS SECTION IF YOU ARE MAKING THIS APPLICATION ON BEHALF OF THE ABOVE PERSON

Surname	
Forename(s)	
Address	
Address	
Relationship to the above person	



Declaration

I declare that the information given by me is, to the best of my knowledge, correct, and that I am entitled to apply for access to the information referred to above, under the terms of the Data Protection Act 2018 and the General Data Protection Regulation.

Signature of Applicant:

Please confirm in what capacity you have signed:

I am the data subject making the request*:

** I have been asked to act by the data subject and attach the data subject's written authorisation*

Submitting this Application

Please return this form with proof of identity* and send it to:

HR Team
Careport Advisory Services Ltd
Scholes Mill
Old Coach Road
Tansley
Matlock
Derbyshire DE4 5FY

Or email hr@careportgroup.com

**Suitable proofs of identity include the following documents:*

- *valid passport*
- *valid UK photo driving license*
- *UK birth certificate*
- *National Identity Document from an EU country*

Privacy Notice

Any information provided in this application will be processed by the Careport Group purely for the purposes of verifying your identity and authority to request and receive the information requested and to aid in the location and provision of the requested data in line with our requirements under the General Data Protection Regulation and the Data Protection Act 2018.

The Careport Group will be classed as a Data Controller regarding this information and a copy of this application, along with other correspondence relating to this request, shall be kept for our records for at least 2 years following the application to assist us with evidencing our compliance with applicable data protection laws.

We will not share this data for any other purposes.