

Right of Access / Subject Access Request

To help us to deal with your request please complete and submit this form

For attention of the Data Protection Officer – SYSC326

Your details (as the applicant):

Full name: _____

Address: _____

Tel no: _____ Fax no: _____

Email: _____

Which of the following applies to you?

Tick

This request is for your personal data (i.e. you are the data subject)

You are applying on behalf of another person who is the data subject and you have his/her written authorisation, power of attorney, or another legitimate reason

If you are not the 'data subject' provide his/her personal details here:

Full name: _____

Address: _____

Tel no: _____ Fax no: _____

Email: _____

If you are not the 'data subject' and do not have his/her written authorisation or power of attorney, please explain why you are making this application:

Please provide information, where possible, to help us identify whether we hold responsive material about the data subject (e.g. name(s) or other identifier(s) which might be relevant to the application):

In some cases, we might request reasonable information from an applicant in order that we might verify the identity of the applicant and/or 'data subject', before responding or providing information we might hold. This is important to ensure any personal data we *might* hold is only released to the data subject, or a person acting with appropriate authority or consent.

All applicants must complete this section:

I, _____, confirm that information provided above is true. I also understand that SYSC326 might request additional information, with which to confirm identity and/or to help locate any relevant personal data/information.

Signature: _____ Date: _____

You can submit the form via one the following options:

Information for Applicant		Office Use only	
Postal address: Data Protection Officer SYSC326 Fergusson House 124 City Road London EC1V 2NX	Fax: +44(0) 207 060 2781 E-mail: admin@syc326.com <i>Include 'SAR Request' in heading</i>	Date received __/__/__ Date acknowledged __/__/__ Additional Info request <input type="checkbox"/> Yes <input type="checkbox"/> No - Request sent __/__/__ - Response received __/__/__ ID verification <input type="checkbox"/> Yes <input type="checkbox"/> No - Request sent __/__/__ - Response received __/__/__ Date response provided __/__/__	