

## Subject Access Request Form

### 1. DATA SUBJECT DETAILS

<b>Surname</b>	
<b>First Name(s)</b>	
<b>Current Address</b>	
<b>Telephone number</b>	
<b>Date of Birth</b>	
<b>Means of identification provided to confirm identify of data subject:</b>	
<b>Details of data requested:</b>	

### 2. DETAILS OF PERSON REQUESTING THE INFORMATION

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)	
<b>Please enclose proof that you are legally authorised to obtain this information</b>	
<b>Surname</b>	



<b>First Name(s)</b>	
<b>Current Address</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**DECLARATION A , or**

I, ....., the signatory and person identified above as the data subject, hereby request that Z2K provide me with the personal data about me identified above.

Signature:

Date:

SAR form completed by [insert employee name]:

**DECLARATION B**

I, ....., the signatory and person identified at section 2 above, hereby request that Z2K provide me with the personal data identified above.

Signature:

Date:

SAR form completed by [insert employee name]:

Please note: This form must be immediately forwarded to Z2K's Data Controller – Tanya Sutton  
Office Manager [tanyasutton@z2k.org](mailto:tanyasutton@z2k.org)