

SUBJECT ACCESS REQUEST (SAR)

Date: _____

To: [Organisation Name]

Data Protection Officer / Information Governance Team

Dear Sir/Madam,

I am making a Subject Access Request and request disclosure of all personal data held about me.

Personal Details

Name: _____

Previous Names (if applicable): _____

Date of Birth: _____

Address: _____

Email: _____

Identity Verification

If you require identification documents or further information to verify my identity, please advise as soon as possible.

Information Requested

Please provide copies of all personal data held about me in electronic, paper, archived, email, database, case management, handwritten, audio, video or any other format.

Categories of Data Requested

- ☐ Case Notes
- ☐ Assessments
- ☐ Reports
- ☐ Internal Correspondence
- ☐ External Correspondence
- ☐ Emails
- ☐ Meeting Notes
- ☐ Telephone Records
- ☐ Audio Recordings
- ☐ Video Recordings
- ☐ Audit Logs
- ☐ Metadata
- ☐ Chronologies
- ☐ Screenshots
- ☐ Communications with Third Parties
- ☐ Other _____

Additional Information Requested

Response Format

I would prefer to receive the requested information electronically where possible.

Statutory Timeframe

If any information is withheld, redacted, deleted, or exempted from disclosure, please identify the exemption relied upon and explain the basis for its application.

If you require any further information to locate the requested records, please let me know as soon as possible.

I look forward to receiving your response within the applicable statutory timeframe.

Yours faithfully,

Name: _____

Signature: _____

Date: _____