



## Subject Access Request Form

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# SUBJECT ACCESS REQUEST FORM

Personal information collected from you by this form, is required to enable your request to be appropriately processed; this personal information will only be used in connection with the processing of this Subject Access Request.

This form is only to be used when making application for access to personal data.

### 1. Details of the person requesting the Information:

Full Name:	Former Name(s):
Current Address:	Former Address (Inc. dates of change):
Contact Phone Number (including area code):	E-mail address: (Optional)

### 2. Are you the Data Subject? (tick box that applies)

I AM the Data Subject and enclose evidence of my identity e.g. photocopy of driving licence, birth certificate, passport, marriage certificate.

I am NOT the Data Subject but I am acting on their behalf as their personal representative. I have written authority, which I enclose and evidence of their identity e.g. photocopy of driving licence, or passport.

I am NOT the Data Subject, but I am acting on their behalf as their parent or legal guardian and enclose evidence of their identity e.g. photocopy of passport.



**3. Details of the Data Subject (if different to 1.)**

Full Name:	Former Name(s):
Current Address:	Former Address (Inc. dates of change):
Contact Phone Number (including area code):	E-mail address: (Optional)

**4. Describe the specific information you are requesting: please provide as much detail as possible, such as relevant dates, references etc.**

**5. 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 legislation including GDPR.

Signature:	Date of request:
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Once VISA V Ltd has all the required information, your request should be complied with within 30 days. In exceptional circumstances where it is not possible to comply within this period you will be informed of the delay and given a timescale for when your request is likely to be met.

**Where to send your request:**

By post to: The Data Protection Officer, Visav Ltd., Sherwood Business Centre, 616a-618a Mansfield Road, Sherwood, Nottingham NG5 2GA

Or by email to: [support@neighbourhoodalert.co.uk](mailto:support@neighbourhoodalert.co.uk) -please put "Subject Access Request" as the subject of the email