

Subject Access Request Form

We may need to see photographic proof to identify you, for example:

Copy of a passport OR Copy of a driving licence

(Data Subject) - the name of the person making the request:

1. Last Name:

2. First Name:

3. Contact Details:

Address:

Postcode:

Telephone no:

Email:

4. Information Requested (in order to assist you as quickly as possible please provide us with as much detail as you can)

What information:

Date(s) of contact:

Personal: Yes/No

Telephone: Yes/No

Written (incl email) Yes/No

Declaration:

I understand that JDC may ask for more information in order to complete this SAR

The information I have given is complete and correct and no charge will be made for this service.

Signed:

Date:

A member of the JDC team will contact you to acknowledge receipt of this request and will provide a response to you within 21 working days (however should there be any delays due to unforeseen circumstances you will be notified of this).

Please either submit this form by email to _____ or in person/post to Durell House, Second Floor, 28 New Street, St Helier, Jersey JE2 3RA

For Office use:

Date Received:

Date Acknowledged:

Date of Completion: