



APPENDIX 1 – SUBJECT ACCESS REQUEST (SAR) FORM

*Midwich Ltd is registered as a Data Controller under the
General Data Protection Regulations (GDPR)*

Part 1 – Data Subject

Please write in **BLACK** in **BLOCK CAPITAL LETTERS**.

- I am the Data Subject (the person this information is about); or
- I am acting on behalf of the Data Subject.

If you are seeking information on behalf of someone who is unable to act for themselves, you must explain your relationship, what information you require and why. Please be aware that information relating to someone else will not be disclosed without the data subject’s written consent or an appropriate court order or Power of Attorney.

Accordingly, I enclose:

- The Data Subject’s written consent to disclosure of the information requested in Part 3:
- A Court Order (e.g. Power of Attorney) permitting the release of the information requested in Part 3:

My relationship to the data subject is (please specify):

Part 2 – Data Subject Personal Details

Surname:		Forename(s):		Title:	
Date of Birth:		National Insurance Number:			
Contact Tel. No:		E-mail Address:			

Please provide the address that you want the information sent to and include your daytime telephone number (if different from above, should we need to speak to you to discuss your request). If seeking information on behalf of someone else, please provide your full name and contact details below.

Surname:		Forename(s):		Title:	
Address Line 1:		Address Line 2:		Address Line 3:	
Town:		County:		Postcode:	
Country:		Daytime Tel. No:		Evening Tel. No:	

Part 3 – Declaration by Requestor

Verification of identity is required before your request can be processed:

2 forms of identification are required before we release any personal data, 1 of which must contain your photo.

I enclose as verification of identity photocopies of my:

- Passport
- Driving Licence
- Utility Bill
- Other

Part 4 – Information Requested

Please state clearly the information you require. Please provide as much relevant information as possible (names, dates etc.) as this will aid us in locating your data. *Midwich will process the information you have provided to locate the data sought. Your request will be processed in accordance with the General Data Protection Regulations (GDPR).*

Part 5 – Where to Send

Send completed forms to: **FAO Data Compliance Manager, Midwich Ltd, Vincas Rd, Diss, Norfolk, IP22 4YT.**