

DATA PROTECTION ACT – Subject Access Request (SAR)

You recently requested that we supply you with a copy of personal data which we hold about you. You are entitled to receive this information under the Data Protection Act 2018 (“the Act”). We will endeavour to respond within 1 calendar month of the latest of the following:

- our receipt of this request; or
- our receipt of any further information from you which is required to enable us to comply with your request.

1. The Information required from you to process your request is:

Your full name:

Your address:

Post code:

Case number and name of case and relevant court (if applicable):

1.1 Please provide a general description of the information you seek?

2. To assist us in locating the above information, please answer the following questions:

2.1 Is the information held in the form of e-mails or other computerised format?
Yes/No

If Yes, please provide the following information:

(a) the names of the authors and recipients of the messages;

(b) the subjects of the e-mails;

(c) the dates/range of dates when the messages have been sent;

(d) whether you believe the e-mails are “live” or in archived or back-up form;
and

(e) any other information which may assist us in our search.

2.2 Is the information held in manual files? Yes/No

If yes, please provide the following information:

(a) who do you believe holds the manual file about you?

(b) from/to what dates should we search?

3. Have you made an identical or similar request within the past 12 months? If so, when?

If the information you request is of a confidential nature, we may contact you and ask you to provide further information to verify your identity. If we are not satisfied that you are who you say you are, we reserve the right to refuse to grant your request.

Please note that there are some circumstances in which we may require more time to locate your information or where material cannot be provided, for example where disclosure might have an adverse impact upon on-going proceedings or where the personal data of other persons is also featured. If the information you request reveals details directly or indirectly about another person, we may have to seek the consent of that person before we can let you see that information. In handling requests we will inform you of any limitations placed upon the right of access the full reasons for any decision and explain your right to appeal to the UK Information Commissioner.

I confirm that I have read and understood the terms of this subject access form.

Signed

Dated