Subject access request form

Risk and Assurance Team
Last updated: May 2018

General Data Protection Regulation 2018 – subject access request

1. Please provide the following details about yourself:

Full name: ____________________________
Address: ____________________________
Tel no: ____________________________ Fax no: ____________________________
E-mail: ____________________________

2. Are you requesting information about yourself?

If so, you are the Data Subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate or passport (photocopies). (Please go to 4 below).

If not, please supply the written consent of the Data Subject and supply their details as follows:

Full name: ____________________________
Address: ____________________________
Tel no: ____________________________ Fax no: ____________________________
E-mail: ____________________________

3. Please briefly explain why you are requesting this information rather than the Data Subject.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Please describe the information you seek together with any other relevant information to help us identify the information you require.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
All applicants must complete this section [Please note that any attempt to mislead may result in prosecution].

I, ________________________, confirm that the information given on the application form to the Law Society is true and I understand that the Law Society may need more information to confirm my identity and to locate the information I am requesting.

Signature: ________________________

Date: ________________________

Please return the completed form along with the following:

a) Evidence of your identity
b) Evidence of the data subject’s identity (if different from (a))

To:

Information Compliance Manager
The Law Society
113 Chancery Lane
London WC2A 1PL