

# Subject Access Request form

Please complete the section marked with a star below to access your own personal information.

Please note that no fees will be charged to process this request and that we will do our best to grant your request within 1 month.

## 1- PERSONAL DETAILS

Surname:.....

First name:.....

Address:.....

.....

Phone number:.....

Email:.....

Before processing a request, we need to have proof of the identity of the data subject.

This is to protect the identity of the data subject and ensure compliance with the GDPR regulations

## 2- PROOF OF IDENTITY

To help us establish your identity you must enclose proof of your identity (this should be a current and can be a copy)

Passport.....

Driver's licence.....

National ID.....

## 3- NATURE OF THE REQUEST

I wish to receive a copy of the personal data stored by Approach People.....

I wish to modify some personal information stored by Approach People.....

(please complete section 4)

**4- MODIFICATION OF THE DATA**

*Please state below the information you wish to be modified:*

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Signature:

date: