

# Subject Access Request Procedure (Data Protection)



Doc No **GDPR DOC 2.2**

June 2018

## Subject Access Request form

I \_\_\_\_\_, am  
and wish to exercise my rights under the Data Protection Act 2018.

To assist you to locate the data, the information which I require can be categorised as follows:-

Type or Class of Information	Period Data Held	ZWS Department(s) Holding the Information	Location of Department(s)

I can be contacted on \_\_\_\_\_ and my home address is \_\_\_\_\_

I understand that you are obliged, under the Data Protection Act 2018, to verify my identity.

I therefore enclose my

N.B. Documents we will accept include - **original or a certified copy of an original**: passport; driver's license, birth certificate.

**Plus** original utility bills from at least two service providers to my home address as evidence of my identity.

Please Tick:

I require my documents to be returned by registered post.

or

I shall collect my documents in person when you have notified me that it is available for collection.

I look forward to hearing from you

Regards