SUBJECT ACCESS REQUEST FORM – CO-GI-FR-24

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1. Title

Subject Access Request Form – CO-GI-FR-24

By completing this form, you – either as the Data Subject or as an authorised representative acting on behalf of a Data Subject – are submitting a request under the General Data Protection Regulation (GDPR) for information held by Dunster House about you or the individual you represent.

Please note that this form is not mandatory but will assist the organisation when processing your data.

1. Details of Person Requesting Information	
Name	
Telephone Number	
Email	
Address	
2. Are you the Data Subject? (please tick the correct box)	
Yes ☐	Please complete Section 4.
No ☐	Are you acting on behalf of the Data Subject with their authority? If so, then please provide evidence of this.
3. Details of the Data Subject (if you are acting on behalf of Data Subject)	
Name	
Telephone Number	
Email	
Address	

Please describe your relationships with the Data Subject that leads you to make this request for information on their behalf	
4. Is the Data Subject a current employee? (please tick the correct box)	
Yes ☐	Current employees do not need to complete the 'Proof of Identity' if they are requesting their own information. However, if you are acting on behalf of a Data Subject who is a current employee then you will need to complete the 'Proof of Identity' section.
No ☐	Please complete the 'Proof of Identity' section if you are a former employee or if you are acting on behalf of the Data Subject who is a former employee.
Proof of Data Subject's identity (to be completed by Data Subject and representative)	Before releasing any personal information, we require proof of identity which can be a copy of any one of the following: • Passport • Driving Licence • Utility bill dated within the last 3 months
Proof to act on behalf of the Data Subject	Before releasing a Data Subject's personal information, we require written authority or another legal basis demonstrating that you have permission to act on the data subject's behalf. This includes: • Letter of authority • Power of attorney • Letter stating the Data Subject's consent and signature

5. The data type you require including dates (to be completed by Data Subject and representative)

Performance appraisals ☐ _____

Disciplinary, investigation & grievance records ☐ _____

Attendance records ☐ _____

Medical records ☐ _____

Risk assessments ☐ _____

Employment terms & conditions ☐ _____

Emails ☐ _____

Training records ☐ _____

Other (please specify): ☐ _____

6. Are you requesting any CCTV footage? (please tick the correct box)	
Yes ☐	Please complete Section 7 of the form.
No ☐	Please proceed with signing the form.

7. Details of the CCTV footage required	
Estimated time of the footage	
Camera number/location	
Date	
The purpose of the request	
Any further identifiers	

Please return this form by email to data@dunsterhouse.co.uk or by post to:

Data Protection Officer
Dunster House Factory 1
Caxton Road
Bedford
MK41 0LF

Your request will be processed within 30 calendar days upon receipt of a fully completed form and satisfactory proof of identity (where applicable).

Depending on the complexity of the request, an extension of up to a further 60 days may be applied by Dunster House in accordance with Article 12 of the General Data Protection Regulation.

Signature	
Date	

2. Related Policies, Procedures and Forms

Subject Access Request Policy – CO-GI-PO-26

Subject Access Request Procedure – CO-GI-PO-56

Employee Privacy Policy – EH-EG-PO-19

Employee Data Retention Policy – EH-EG-PO-21

3. Department Responsible for Procedure

IT Department

4. Dates Approved or Amended

6 November 2024

2 December 2025

23 April 2026

5. Contact Information

All questions regarding this document should be sent to IT – it@dunsterhouse.co.uk
Send notifications of errors or changes to ops@dunsterhouse.co.uk