

Subject Access Request Form

About yourself

Title (Mr. Mrs. etc.)	
Surname/Family Name	
First Names	
Maiden/Former surnames	
Date of Birth	
Telephone Number (Day)	
Email address	
Home Address	
Post Code	

If you would have been known to us by a different name, or at a different address (home or business) during the period to which the information you are seeking relates, please state the name(s) and address(es) below.

Previous name	
Previous residential address	

Proof of identity

To help establish your identity please submit a copy of one document from each of the following categories with your application.

- Certified copy of your identification document (Driving licence or passport).
- We may be required to verify your identity and your place of residency. Please provide a certified copy of the photograph page of your current valid passport or national ID card and two recent utility bills bank or credit card statement, rent book (or other equivalent/similar official document – but it MUST show your name and address no more than 3 months old

OFFICIAL

The Information you require

Please use the space below to provide further details that may help to locate the information sought. For example, specific documents or information that you are seeking and any relevant time periods. You may request all of the data held.

--

Declaration

The information that I have supplied in this application is correct, and I am the person to whom it relates.

Signature		Date	
-----------	--	------	--

Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.

Version control

Issue	Description of Change	Date of Issue
1	Initial issue	19/06/2018

Ground Floor, St George's Court | Myrtle Street, Douglas | Isle of Man, IM1 1ED.



+44 (0)1624 694331



DPO-GSC@gov.im

www.isleofmangsc.com