

Subject Access Request for Personal Information

To enable Unity4 UK LTD to process your request, you will need to:

- Complete this form with as much detail as possible
- Provide proof of your identity or, if acting on behalf of someone else:
- Proof of the identity and written consent (or other evidence e.g. Lasting Power of Attorney) of the person upon whose behalf you are acting.

Completed forms, proof of identity and written consent (where applicable) should be hand-delivered or posted (recorded delivery) to: Unity4 UK, The Old Grammar School, St Leonards Close, Bridgnorth, Shropshire, WV164EJ

Section 1 :Personal Details of Requester			
1.	Name		
2.	Present Address		
3.	Post Code		
4.	Contact Telephone No. Email address:		
5.	Previous Known Names (if applicable)		
6.	Previous Address(es) (if applicable)		
7.	Proof of Identity Supplied: e.g. Driving licence, passport etc.		
8.	Other Family Members (e.g. parents, siblings)- for Social Care record only		
	Surname	First Name(s)	Date of Birth*
			Relationship

Section 2 : Only to be Completed if Acting on Behalf of the Requester

9.	Name	
10.	Address	
11.	Post Code	
12.	Contact Telephone No. Email address:	
13.	What is your relationship with the Requester?	
14.	Evidence of entitlement to act on behalf of the Requester, e.g. written authority	

Section 3: Information Required (To be completed by all applicants)

So that we can find and retrieve the information you want, please provide as much information as possible.

Tell us in your own words what information you require. Please include details of department(s) (if known); any reference numbers (eg payroll or client numbers); specific date ranges; or reasons why you believe Unity4 UK LTD has your personal information. Please expand on a separate sheet of paper if necessary.

15.	

16.	Date you made a similar or identical request (if applicable):

DECLARATION

To be completed by all applicants. Please note that any attempt to mislead the Unity4 UK LTD may result in prosecution.

I understand that it is necessary for the Unity4 UK LTD to confirm my identity and it may be necessary to obtain more detailed information in order to locate and correct information.

I understand that if I am acting on behalf of another person, the Unity4 UK LTD may contact them for confirmation of my authority to act on their behalf.

Signature

Date

Note: Unity4 UK LTD will not start processing your request until it is satisfied upon these matters and confirmed..

Please return this completed form, along with all other required information, to the address shown on the front of this document.

For office use only:

Date Received: _____ Reference Number: ____SAR18____

