

## Subject Access Request Form

The following information is needed to help us give a quick and accurate response to your request. Please complete the information below and return the form by post or email to Kath Bateman, director of Caledonia.

### **Part A. Your request**

Title:	
Surname:	
Forename(s):	
Address:	
Telephone number:	
Email address:	
Other name by which you have been known, if applicable:	

Please provide a description of your request, and any further information which will enable us to locate your personal data (continue overleaf if necessary).

**Part B. Proof of identity**

The Data Protection Act requires that Caledonia Worldwide have been provided with adequate proof of identity before proceeding with your request.

Please send a photocopy of one form of identification containing a photograph (e.g. Passport, Photocard Driving Licence) to Kath Bateman, Director of Caledonia Worldwide. If the supply of this documentation is problematic please contact us to discuss alternative proof of identity arrangements. If Caledonia Worldwide is unable to verify your identity from the documentation you have provided to us, we will contact you as soon as possible.

**Part D. Declaration**

I am the Data Subject named in Part A of this document, and hereby request, under the provisions of Section 7(1) of the Data Protection Act 1998, that Caledonia Worldwide provides me with copies of my personal data as described in Part A.

I have fully completed this form and provided my proof of identity as requested.

Signature: .....

Date: .....