

BAKER RICHARDS

PERSONAL DATA REQUEST FORM

Name of applicant: (Please give the name applicable to the subject access request e.g. maiden name if applicable)	
Please specify precisely the personal data that you are requesting and give as much information as possible to enable the personal data to be located, including: <ul style="list-style-type: none">• The specific documents or files you wish to see and/or the period the data relates to.• The names of individuals you believe may hold the personal data requested.• Any other information which will assist us in searching for the personal data you have requested.	
Address to which you would like the personal data to be sent (email or post):	
Contact telephone number:	

- Please tick this box to confirm you have supplied documentation with this form as evidence of your identity (for example, a photo or scan of your driving licence or passport).

By signing below, I confirm that I am the data subject named and that you can contact me if necessary if you wish to obtain further identifying information or to obtain any further information that you require to enable you to comply with my request. I understand that you won't be able to provide me with a copy of data that involves other individuals unless their consent has also been provided and recorded.

Signed by applicant:	
Date:	