

## Subject Access Request Form

### 1. Data Subject Details:

<b>Title:</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Name and Surname:</b>					
<b>Address:</b>					
<b>Contact number:</b>					
<b>Email address:</b>					
<b>Date of birth:</b>					
<b>*Two forms of identification provided to confirm name of data subject:</b>					
<b>Details of data requested:</b>					

Acceptable forms of identification include: passport, driving licence, birth certificate and utility bill (from last 3 months).

### 2. Details of Person Requesting the Information (if not the data subject):

<b>Are you acting on behalf of the data subject with their written or other legal authority?</b>	Yes <input type="checkbox"/>				
	No <input type="checkbox"/>				
<b>If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)</b>					
<b>Please enclose proof that you are legally authorised to obtain this information.</b>					
<b>Title:</b>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
<b>Name and Surname:</b>					
<b>Address:</b>					
<b>Contact number:</b>					
<b>Email address:</b>					

### 3. DECLARATION

#### Data Subject

I, ....., the undersigned and the person identified in **(1)** above, hereby request that Point of Rental Software provide me with the data about me identified above.

**Signature:**

**Date:**

#### Person requesting Data Subject's information (if not the data subject)

I, ....., the undersigned and the person identified in **(2)** above, hereby request that Point of Rental Software provide me with the data about the data subject identified in (1) above.

**Signature:**

**Date:**

**This form must immediately be forwarded to Point of Rental Software's Data Protection Manager, email: [general.manager@pointofrental.co.uk](mailto:general.manager@pointofrental.co.uk))**