

Subject Access Request Form

Please print, complete, sign and send to us as per the instructions below.

<Enter Home Address>

<Date>

<Enter Email Address>

Please highlight which Subject Access Request you wish to invoke:

<u>Description:</u>	Tick
• SAR 1: Right to be informed	
• SAR 2: Right of Access	
• SAR 3: Right to rectification	
• SAR 4: Right to erasure	
• SAR 5: Right to restrict processing	
• SAR 6: Right to data portability	
• SAR 7: Right to object	

Please describe why you have chosen this subject access request, so that we can help improve our services going forwards.

Please sign in wet ink, and state your full name and date below:

Signature	
Full Name	
Date	

Please send us the Subject Access Request Form by **RECORDED DELIVERY** to this address:

James Webber Recruitment Limited

44-48 New Canal

Salisbury

SP1 2AQ

Wiltshire

We will respond within 30 days of receipt to the given physical address by RECORDED DELIVERY. It is UK Law to record a list of all Subject Access Requests. A copy of this form will be scanned and held for audit purposes of ICO Compliance in our secure storage for future reference. Thank you for your requests.

Kind regards,

James Webber Recruitment