



SUBJECT ACCESS REQUEST FORM

This form is to be used by individuals who wish to find out what information, if any, VES are holding or is processing that relates to them.

Section 1: About yourself

Title (Mr, Mrs, Ms etc.)	
Forename(s):	
Surname(s):	
Date of Birth:	
Job title:	
Address:	
Postcode:	

Section 2: Proof of identity

<p>To help VES establish your identify, you <u>must</u> submit 2 proofs of identity:</p> <p>A) Confirmation of name and photo ID: - Full driving licence, passport, birth certificate.</p> <p>B) Confirmation of name and address - Utility bill, bank or credit card statement, child benefit book (or other equivalent/similar official document- but it MUST show your name and current address)</p>			
<p>I am providing the following types of identification:</p>			
A)		B)	



Section 3- Helping us to find the information

Please use the space below to provide us with further details that may help us locate the information. For example, specific documents or information that you are seeking; the date you started working for VES; the date of your last placement for VES etc.

Section 4- Declaration

Declaration (to be signed by the applicant)			
The information that I have supplied in this application is correct, and I am the person to whom it relates.			
Signature		Date	
Warning: Attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.			

Your checklist:

Is the contact information correct	Have you signed the form?	
Have you enclosed acceptable identification?	Have you completed all the sections?	
Have you provided information to assist us in identifying and finding the information?		