

## DATA SUBJECT ACCESS REQUEST FORM

Once completed please send this form along with the required documentation to email id [subjectaccessrequest@savethechildren.org](mailto:subjectaccessrequest@savethechildren.org)

### Data Subject Access Request(SAR) Form



Save the Children

Note: Although this form is not compulsory for a Subject Access Request, completing this form assists with collecting the required details to fulfil the data subject's request related to personal data processing and should speed up the process.

#### 1) Details of the person requesting information:

- Full Name (including any middle names):
- Address:
- Postcode:
- Email:

#### 2) Details of the data subject (if different from Section 1, else go to Section 3):

- Full Name (including any middle names):
- Address:
- Postcode:
- Email:

#### Authority to release information to the representative named in the section 1 above:

I hereby give my authority for the representative named in section 1 of this form to make a subject access request on my behalf. I certify that all information given in this form is true.

Signature of the Data Subject:

Date:

#### 3) Details of the proof of identity provided with this form

- For applicant:
- For Data Subject (if different from Applicant):

#### 4) Details of the Data Request

#### 5) Declaration

I certify that all information in this form is true. I accept that Save the Children may request additional information, including proof of identity to help them fulfil my request, and it may take up to one calendar month to process my request once my identity and request are validated by SCI.

Signature of the Applicant:

Date:

**6) For Save the Children use only**

- **Date on which the form received**
- **Date on which verification checks are complete**
- **Date on which SAR is responded to**