

## **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:

**In-house Recruitment Network**  
**4th floor**  
**10 Lower Thames Street**  
**London**  
**EC3R 6AF**  
**England**

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,

In-house Recruitment Network

Operations Office