

Subject access request (SAR) form

Details of the data subject*

*(The data subject is the person about whom the information is being requested)

Title

First name

Surname

D.O.B

Organisation

Current address

Previous relevant address

Phone number

Email address

Are you the data subject?

(please tick the relevant box)

Yes (now please go to question 5)

No (if you are acting on behalf of the data subject, please go to question 3)

Requestor details*

(If different to question 1) *(The requestor is the person requesting the information)

Title

First name

Surname

D.O.B

Organisation

Current address

Phone number

Email address

Relationship with data subject

Authority to release information

A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject's signature below, or provide a separate note of authority/power of attorney. This must be an original signature.

I hereby authorise:

to act on my behalf in relation to this Subject Access Request and sanction their access to my personal data.

Signature

Date

Proof of identity (please tick the relevant box)

In order to prove the data subject's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please do not send originals.

In addition, if you are acting on behalf of the data subject, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B below.

List A

- Passport/Travel Document
- Photo Driving Licence
- Birth Certificate

List B

- A letter sent to you by the Council
- Utility bill showing current home address
- Bank statement or Building Society Book

Details of data required

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly

Are there any specific dates you require this information to relate to? If so, please state below:

Preferred format of response

(please tick the relevant box)

- Summart Report by email
- Summary Report by post
- Summary Report in braille
- Full Records Inspection Report by email
- Full Records Inspection Report by post
- Full Records Inspection Report in braille

Proof of identity

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Castle Water may need to obtain further information from me/my representative in order to comply with this request.

The information provided by you will be used only in processing your Subject Access Request. In terms on the The General Data Protection Act 2016/679 and the Data Protection Act 2018, you are entitled to know what personal information Castle Water holds about you. Castle Water accepts no liability for any documents you may send us for verification of identity.

Signature

Date

Submitting your request

Please return your completed form and proof of identity in a securely sealed envelope to: [Information Requests, Castle Water Limited, 1 Boat Brae, Rattray, Blairgowrie, PH10 7BH](#)

If further advice is required, please email informationrequest@castlewater.co.uk or call us on 01250 718 700.