



# Subject access request form

Risk and Assurance Team  
Last updated: May 2018

## General Data Protection Regulation 2018 – subject access request

1. Please provide the following details about yourself:

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel no: \_\_\_\_\_ Fax no: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Are you requesting information about yourself?

If so, you are the Data Subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate or passport (photocopies). (Please go to 4 below).

If not, please supply the written consent of the Data Subject and supply their details as follows:

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel no: \_\_\_\_\_ Fax no: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Please briefly explain why you are requesting this information rather than the Data Subject.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please describe the information you seek together with any other relevant information to help us identify the information you require.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**All applicants must complete this section [Please note that any attempt to mislead may result in prosecution].**

I, \_\_\_\_\_, confirm that the information given on the application form to the Law Society is true and I understand that the Law Society may need more information to confirm my identity and to locate the information I am requesting.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed form along with the following:

- a) Evidence of your identity
- b) Evidence of the data subject's identity (if different from (a))

To:

Information Compliance Manager  
The Law Society  
113 Chancery Lane  
London WC2A 1PL