Subject Access Request Form

(SECTION A) DATA SUBJECT DETAILS:						
Title	Mr ☐	Mrs ☐	Miss ☐		Ms ☐	Other: ☐
Surname						
First Name(s)						
Current Address Postcode						
Preferred contact number:						
Email address						
Date of Birth						
Details of identification provided to confirm name of data subject: e.g. passport, driving license						
Details of data stored and processed:						

(SECTION B) DETAILS OF PERSON REQUESTING THE INFORMATION:	
Are you requesting access for yourself (the Data Subject)?	Yes ☐ No ☐
If 'No', Are you acting on behalf of the data subject with their [written] or other legal authority?	Yes ☐ No ☐
If 'Yes', please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)	

	Please enclose proof that you are legally authorised to obtain this information.					
Title	Mr ☐	Mrs ☐	Miss ☐		Ms ☐	Other: ☐
Surname						
First Name(s)						
Current Address Postcode						
Preferred contact number:						

DECLARATION

Please complete either declaration Box A or Box B.

Box A
Please complete if you are requesting data for yourself

I, ..., the undersigned and the person identified in above (Section A), hereby request that Cognisco Ltd provide me with the data about me identified above.

Signature: Date:

Subject Access Request form completed by (employee name):
....

Box B
Please complete if you are requesting data on behalf of someone else

I, ..., the undersigned and the person identified in above (Section B), hereby request that Cognisco Ltd provide me with the data about the data subject identified in above.

Signature: Date:

Subject Access Request form completed by (employee name):
....

Forward this form immediately to the Data Protection Officer / GDPR Owner at Cognisco Limited.

Email: dpo@cognisco.com or post to:

Cognisco Ltd, Cranfield Innovation Centre, University Way, Cranfield, Bedford MK43 0BT United Kingdom

Cognisco Ltd will respond within 1 month of the signature date.