



## SUBJECT ACCESS REQUEST FORM

Please complete the form below to ensure that we are able to respond to your request accurately and in a timely manner. If you have any queries regarding this form or your right of subject access, please contact Sarah Hough at Avon Tyrrell.

Full Name	
N.I. Number	
Email address (please include an email address we can contact you on in case of queries/to send information to)	
Telephone number (please include a telephone number we can contact you on in case of queries)	
Start date of employment (if applicable)	
End date of employment (if applicable)	
Job Title (if applicable)	
Please detail the nature of your request:  <i>It would be helpful if you could provide as much information about the data you are looking for so that we can ensure we respond appropriately.</i>	
Please detail how you would like the information to be sent to you e.g. electronically or paper based. Please note that usually electronic information will be sent to the email address that you have provided. If you wish to have hard copies of the information you will need to provide us with a postal address or make arrangements for collection.	
Signature (Electronic signature is acceptable)	