

Deal, Walmer, Sandwich & District Scout Trustee Board

Data Protection Policy

**Subject Access Request Form
(SAR or DSAR)**

Appendix 2 : Vers 2.0

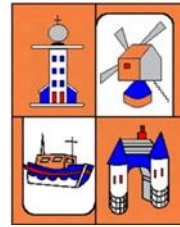
(Reference Document: TSA Version 2.1 - September 2018)

SECTION 1: Details of person completing the SAR

Name		
Address		
Contact phone number		
E-mail address		
Signature		Date

SECTION 2: Is this SAR about you?

<input type="checkbox"/>	YES: I am the data subject for this SAR and I have provided my identification (see below) please go to section 4
<input type="checkbox"/>	NO: I am acting on behalf of the data subject. I have enclosed the identification for myself and the data subject (see below) please go to section 3



Accepted identification is anything that is issued by the government that contains a photograph, such as a passport or driving licence.

SECTION 3: Details of the data subject

Name		
Address		
Contact phone number		
Email address		
Signature		Date

SECTION 4: SAR information

Please supply the detail behind the SAR (including role dates if not current) and information requested:

Please return this form with the identification required to District Lead Volunteer or District Chair.

The information within this form will be used exclusively for the purposes of this SAR. Once the SAR has been completed your personal data will be deleted. However, we will maintain your name in our SAR register for audit purposes.