



## SUBJECT ACCESS REQUEST

### SUBJECT ACCESS APPLICATION FORM

The information requested below is to help us to confirm your identity and locate any data held about you.

#### SECTION 1 – About you

Surname/Family Name:.....Title: .....

Forename(s):.....

Maiden/Former Names.....

Current address:.....

.....

.....Postcode:.....

Date of birth:..... Age (Years).....

Place of birth (Town & Country).....

Gender:      Male          Female   

Telephone Number: .....

Mobile Number:.....

Email Address:.....

**Telephone numbers and email addresses will be helpful in case we need to contact you for any reason.**

**Please note - if we request any additional information, we can only accept your response by post for security reasons.**

Please provide the addresses you have lived at for the last 5 years.

If you can't provide us with all of your previous address information, please give an explanation as to why this isn't possible with your application form.

**SECTION 1 – About you (continued)**

Previous Address 1.....  
.....  
.....Postcode.....

Previous Address 2.....  
.....  
.....Postcode.....

Previous Address 3.....  
.....  
.....Postcode.....

Previous Address 4.....  
.....  
.....Postcode.....

Previous Address 5.....  
.....  
.....Postcode.....

Previous Address 6.....  
.....  
.....Postcode.....



**SECTION 2 – Personal data sought**

To help us locate all the information that may be held on you, please supply any additional details below (and continue on a separate sheet if necessary). We advise you to include, where relevant, a description of the information you are looking to get. For example it would be useful for us to be advised of a description of the circumstances in which you have made contact with Care Admin Ltd.

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**SECTION 3 – Declaration (to be signed by applicant)**

I certify that the information I have provided above is correct and I am the person to whom it relates.

Signed.....

Print Name.....

Date.....

Warning – A person who impersonates another or attempts to impersonate another may be guilty of a criminal offence.

**Submission of form and advice**

When completed, please return your subject access application form together with your identity documents to Care Admin Ltd, 46 Seaview Road, Wallasey, CH45 4LA

**Thank you for taking the time to complete the form in full. In the event that additional details are required, we will contact you in writing at your current address.**

**FOR OFFICAL USE ONLY**

To be completed by Care Admin Ltd staff member receiving Subject Access.

Check that the form has been completed is legible and you are satisfied with the applicants' identity. The complete the form below accordingly.

Date application received.....

Application is legible?            Yes/No

Application and Identification documents checked?            Yes/No

List Identity document(s) provided (including name of person).....

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Print name of person completing.....

Signature.....

If the application is rejected this box needs to be completed by staff member receiving Subject Access.

Date application rejected.....

Reasons for rejection.....

Action taken.....

When closed.....

Staff member name.....