**Subject Access Request (SAR)**

You are entitled to acesss information about yourself under the GDPR 2018 regulations. This form is for any person who wishes to apply for access to personal data held by Wessex Archaeology. Please read the guidance note below to help you fill in the form correctly.

Your request will be processed within 30 calendar days upon receipt of an SAR and proof of identity

**NOTE: This is not a mandatory form – Subject Access requests made in other formats will also be accepted but this form is designed to speed up the process.**

* **Section A** – please fill in full your name and address – we will ask you to provide proof of identity to confirm that you are the person asking for the information. This must be photo identification.
* **Section B –** Please provide us with what information/detail you require us to give you access to. This will help us identify the information you require. If you want to specify the format you need the information in we will do our best to provide it, however there may be restrictions in size and type of data, we will advise you if this is the case.
* **Section C-** please detail the format in which you wish to receive the information

1. **Your details**

|  |  |
| --- | --- |
| Full Name of Applicant: |  |
| Signature  I certify that the information on this application form is true. I understand that it is necessary for Wessex Archaeology to confirm my identity to be able to locate the correct personal data. |  |
| Address |  |
| Date |  |

1. **Your request**

|  |  |
| --- | --- |
| Personal information  If you only want to know what information is held in specific records please indicate in the box |  |

1. **Return of information**

|  |
| --- |
| I wish to: (please tick relevant)     * Receive the information in electronic format * Receive the information by post\* * Collect the information in person * View a copy of the information only * Go through the information with a member of staff   \*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'. |

Please return this completed form to [info@wessexarch.co.uk](mailto:info@wessexarch.co.uk)

Documents which must accompany this document

* Evidence of your identity – photographic *this will be deleted after the request has been processed and accepted and the case is closed*

General Notes

We will acknowledge receipt of your application, this might be in an email or in writing you will be provided with a reference number to refer to.

1. **Our information – please do not fill in this section of the form**

|  |  |
| --- | --- |
| **Reference Number** |  |

|  |  |
| --- | --- |
| Date received |  |
| Date information returned |  |
| Does it relate to personal data? |  |
| Is the person entitled to view the data? |  |
| Is it work related data or the intellectual property of the organisation? |  |
| Is the request unfounded or excessive? |  |