

**DATA PROTECTION
Subject Access Request (SAR)
Application Form**



Application for access to Personal Information held by MIRS.

About the Data Subject

*Please use block capitals and ink, *Mandatory*

*Title (Mr, Mrs, Miss, Ms etc.)..... *Surname/Family Name

*First Name(s)

*Maiden/Former Name(s) *Date of Birth

*Current Address (include Postcode)

.....

.....

Daytime Telephone Number(s) Landline..... Mobile.....

*Email Address

These will assist us if we need to get back in touch with you to discuss your application.

Previous Addresses

If you have lived at the above address for less than 3 years, or for less than the period of time that your request spans, please give your previous addresses and indicate the dates you lived there.

Personal information sought

Please provide as much detail of the records you wish to see that you can, so that we can accurately search and identify the information you seek.

Period for search - date & time (if applicable) range:	From:	To:
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Please provide any additional details that you think may be of use, or that you wish to see. Such as specific pieces of information, any other known subject areas or topic:

Please continue on a separate piece of paper and attach if you need to

Declaration

The information, which I have supplied in this application, is correct, and I am the person to whom it relates.

Your Signature Date.....

Print Name

OR if you are signing this form on behalf of someone else, state who you are signing for: I am signing on behalf of: (print name) and I attach a letter of consent.

Your Signature Date.....

Print Name

Your contact details:

Daytime Telephone Number(s) Landline..... Mobile.....

*Email Address

Warning – a person who impersonates, or attempts to impersonate another may be guilty of an offence

Checklist

- I have completed all sections of the form and have described the information I require
- I have provided correct contact details and also included relevant proof of identity
- I have signed the declaration above

Once completed, please return form by post to, or Email: iro@mirs.org.im

FAO Data Protection Officer

Ground Floor
Imperial Buildings
Bath Place
Douglas
Isle of Man IM1 2BY



THIS IS THE LAST PAGE

FOR OFFICE USE ONLY

To be completed by the Data Protection Officer (DPO) or Senior Information Risk Owner (SIRO).

Check that you are satisfied with the details within, or those provided with the form:

Application checked and legible? Yes No

Extra detail, clarity or information required

Identification documents checked? Yes No

Reasonable identity confirmed by

Received by: (Name)

Date:

Other info Requested:

SAR Ref:

Date received:

Relevant Time:

SAR Deadline:

If extension required: