**Subject Access Request form**

Under the General Data Protection Regulation (GDPR) Article 15 individuals are able to request to see what personal data companies hold and are processing about you. To request your data, please complete the following form:

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Name(s):** |  |
| **Previous Surname:**  **(if applicable)** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Description of your request:** | Describe the information you are requesting in as much detail as possible. |

**Section 1: Data Subject information:**

**Section 2: Declaration**

I am the data subject named in Section One of this form and request that Investors in People Community Interest Company provide me with a copy of the personal data of which I am the subject. I enclose proof of my identity (photocopy or scanned birth certificate, passport or driving licence).

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |
| **Name** |  |  |  |

***Please sign this form and email the signed, completed form to*** [gdpr@investorsinpeople.com](mailto:gdpr@investorsinpeople.com) ***with the subject title ‘Subject Access Request’ or return it by post to:***

**Investors in People**

**167-169 Great Portland Street**

**5th Floor**

**London**

**W1W 5PF**

