



## SUBJECT ACCESS REQUEST (SAR) FORM

Use of this form is optional. Any written request containing your name, contact address and a description of the information required will be treated as a valid SAR request.

### 1. Your Details

Full Name

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Address for correspondence

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Postcode:

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Email:

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Telephone:

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### 2. Proof of Identity

Please provide one of the following (copies only):

- Passport
- Driving licence
- Utility bill (last 3 months)
- Council tax bill

Document(s) provided:

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**3. Details of Your Request**

Please describe the personal data you are requesting.

If you want all personal data held about you, write "All personal data".

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(Optional) Where you believe the information may be held:

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**4. Are You Acting on Behalf of Someone Else?**

Yes     No

If yes, provide:

- Written authority
- Proof of your identity
- Proof of the data subject's identity

Name of data subject:

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**5. How Would You Like to Receive the Information?**

- Email
- Post
- Collect in person

## **6. Declaration**

I confirm that the information provided is accurate and that I am the individual named above or legally authorised to act on their behalf.

Signature:

Date:

## **Submitting Your Request**

Please return this form and proof of identity to:

The Clerk  
Yalding Parish Council  
PO Box 873  
Yalding  
Maidstone  
Kent  
ME18 6YW

[clerk@yaldingparishcouncil.gov.uk](mailto:clerk@yaldingparishcouncil.gov.uk)

YPC will respond within one month of receiving your request and verifying your identity.