



VANGUARD GLOBAL LTD

Security & Risk Management

Reference	VGL FORM 10
Version	1.0
Issue Date	18/10/2017
Approved	MD

Data Protection

Data Access Request Form

Personal Details of Data Subject

1. Details of the person who the information is about (the data subject).

Full name

Address

.....

Telephone Number Office Location.....

Staff Payroll Number (if applicable)

Name of Department (if applicable)

E-mail Address.....

2. Alternative Contact Details (third parties only)

Only complete this section if you are not the data subject, i.e. you are requesting information on behalf of another person.

Title..... Forename(s)..... Surname.....

Address

.....
 Telephone number.....

Email address.....

Relationship to data subject/authority for making request.....

3. Records Required

(PLEASE COMPLETE ALL SECTIONS)

A. Please tick the category/categories into which your enquiry falls

Category	✓
Disciplinary records	
Grievance records	
Other HR related documents	
Health and medical matters	
Certificates, license, awards or permits	
Personal details, e.g. name, address and date of birth	
Other (please specify or describe below if possible)	

B. Please describe the information you seek in as much detail as possible.

This will help us to identify the information you require. For example,

‘Information relating to me contained in appraisal documents or ‘emails about me relating to x matter sent by y other between June and October 2016’

(please specify or describe below if possible)

C. Sections / Departments to search

Please tick below which (if any) of the following sections/departments the documents you are seeking may be found or which you would like us to search.

Service / Department	Search
Human Resources	
Commercial Services	
Finance	
IT Services	
Strategic Communications & Engagement	
Personal details, e.g. name, address and date of birth	
Other(s) (please specify)	

4. Identity

If you are requesting personal data of which you are the subject you must supply:

- A photocopy/scan of proof of your identity with this form, such as passport, driving licence or national identity card.

If you are requesting personal data on behalf of a subject you must describe your relationship to the subject and supply:

- A. Written signed authority of the subject, and,
- B. A photocopy of proof of the subject's identity with this form, such as passport, driving license.

5. Declaration

I certify the information provided in this form is accurate to the best of my knowledge. I accept that the organization will take reasonable steps to establish identity prior to release of personal data.

I request that Salama Fikira provide me with a copy of personal data relating to the subject named in Section 1 of this form. I enclose the following:

- A photocopy of the data subject's proof of identity;
- Written and signed authority of the data subject (third parties only).

Signed

Please print name

Date

--- / --- / ----