



## Subject Access Request (SAR) Form

### Introduction

1. Before completing this form please read the [Information Commissioner's Office \(ICO\) 'Find out how to request your personal information'](#) to which the CLC refers when considering such requests. Any information provided in this form will be used solely for the purpose of responding to your request under Article 15 of the General Data Protection Regulations (GDPR).

### Identification

2. To assist us in responding to your request and to help us prevent unauthorised disclosures of your personal data, please provide a copy of photographic identification (such as a passport or a driving licence) and a recent utility bill (not older than 3 months).

<input type="checkbox"/>	I have attached photocopies of the required ID <b>OR</b>
<input type="checkbox"/>	I have attached the originals of the required ID. I acknowledge that you will make copies of these documents and that the original documents will be returned to me

*Please tick the statement which applies.*

### Subject Access Fee

3. Under GDPR, the data controller must provide a copy of the information **free of charge**. However, we are able to charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive.

### Details of the request

4. Please state clearly and as shortly as possible what information you are seeking.

**Other information**

5. Please provide any information that will assist us in locating the data you have requested. This could be details of any relevant reference numbers, dates of any correspondence or any members of staff you have dealt with.

**Statement**

*I have read and understood the information contained in the ICO 'Find out how to request your personal information'. I understand that the CLC may seek further information to confirm my identity as the data subject in order to ensure confidentiality. I confirm that the information I have provided is accurate.*

**Signed:**

**Print name:**

**Date:**

This form should be returned to:

The Data Protection Officer  
Council for Licensed Conveyancers  
We Work  
131 Finsbury Pavement  
London  
EC2A 1NT