

Subject Access Request (SAR) – application form and guidance

This form enables you to apply for access to information held about you and explains your rights to access this information. John Rowan and Partners (JRP) will respond within 40 calendar days of receiving a fully completed application.

Your rights

Subject to certain exemptions, you have the right to know whether any information is held about you and a right to a copy of that information. JRP will only release that information if we are certain of your identity. We will not give you any information which identifies someone else unless that person agrees. If you think that information might be held about you which may identify another person, we recommend that you get that person's agreement and send it to us with your application.

Where allowed by GDPR and the Data Protection Act, JRP may deny access to information.

Normally, this happens when the information is held for:

- the prevention or detection of crime
- the apprehension or prosecution of offenders

and giving you the information would be likely to prejudice any of these purposes.

Information may be held from responses to subject access requests, where that information identifies other people, and to disclose that information would be unfair or unlawful.

Proof of identity

Section 1 asks you to give information about yourself that will help JRP to confirm your identity. John Rowan and Partners have a duty to ensure that information is held in a secure manner and we must be satisfied that you are who you say you are before we disclose any information. They will ask you to **provide evidence** of your identity by producing document(s) with your application.

Section 2 ask you to complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject). If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf

Administration fee:

John Rowan and Partners policy is not to charge for Subject Access Requests.

Section1

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other – <input type="checkbox"/>
Surname/ Family Name:
First Name(s)/Forenames:
Date of Birth:
Address:
Post Code:

Previous Addresses:		
Post Code:		
Day Time Telephone Number (s)		
I am enclosing the following copies as proof of identity:		
Birth certificate <input type="checkbox"/>	Driving Licence <input type="checkbox"/>	Passport <input type="checkbox"/> An official letter to my address <input type="checkbox"/>
If none of these are available, please contact John Rowan and Partners for advice on 020 8567 6995		

Personal Information

If you only want to know what information is held in specific records, please indicate in the box below

Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know the current name just tell us what you do know. If you do not know exact dates, please give the year(s) that you think may be relevant.

Details:

Employment records

If you are now or have been employed by John Rowan and Partners and are seeking personal information in relation to your employment, please provide details of your Employment number/Department/Dates of employment.

Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other – <input type="checkbox"/>
Surname/ Family Name:
First Name(s)/Forenames:
Date of Birth:
Address:
Post Code:
Day Time Telephone Number (s)

Please provide proof of identity as detailed on page 2.

I am enclosing the following copies as proof of identity: Birth certificate <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport <input type="checkbox"/> An official letter to my address <input type="checkbox"/>
If none of these are available, please contact John Rowan and Partners for advice on 020 8567 6995

What is your relationship to the data subject?
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I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

- Letter of authority
 Lasting or Enduring Power of Attorney
 Other (give details):

Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Ofwat is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

OR

Authorised person – Declaration (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject. I understand that JRP is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

I wish to:

Receive the information in electronic format (some files may be too large to transmit electronically, and we may have to supply in CD format)

- Receive the information by post
- Collect the information in person
- View a copy of the information only
- Go through the information with a member of staff

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send your completed form and proof of identity to:

Adrian Van Rooyen
John Rowan and Partners
Craven House
40 Uxbridge Road
Ealing
London
W5 2BS