

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:

Section 1: Data Subject information:

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 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 addressed to the Director of Business Services to info@investorsinpeople.com with the subject title '@Subject Access Request' or return it by post to:

**Director of Business Services
Investors in People
157-197 Buckingham Palace Rd
Victoria
London
SW1W 9SP**