

**Data Protection Act 1998: Subject Access Request (SAR)**

This form is used to confirm the identity of the data subject, and to assist in locating the personal data relating to the subject access request application. Please complete the form as fully as possible and in **BLOCK LETTERS**. Send this form, together with the fee of £10.00 and your copies of your identification to the address below. Please make your cheque payable to **NHS LONDON**. We cannot start to process your SAR without payment **AND** identity proof. If you need any help please call **020 7863 1677** or email [dprequests@londondeanery.ac.uk](mailto:dprequests@londondeanery.ac.uk)

**Q.1 Details about the applicant**

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; padding: 2px;">Full Name</td> <td style="width:10%; padding: 2px;">Title</td> <td style="width:25%; padding: 2px;">Forename</td> <td style="width:50%; padding: 2px;">Surname</td> </tr> </table>	Full Name	Title	Forename	Surname	Previous name if applicable
Full Name	Title	Forename	Surname		
Address					
postcode					
email					
Date of Birth	GMC/GDC reg number if applicable				

**Q2. What is your relationship to the Deanery?**

<b>Relationship</b>	✓	<b>Relationship</b>	✓	<b>Relationship</b>	✓
Specialty Training applicant		GP Training applicant		Dental Training applicant	
Current Trainee		Past Trainee		Continued Professional Development Training/Mentoring	
Current/Previous employee		Job applicant		Other (please specify)	

**Q3 Specialty recruitment training only: please complete detail to facilitate location of documents**

Applicant ID	Vacancy ID	Specialty	Level	Date Applied

**Q4 Please describe the specific data you are requesting**

**Proof of identity**

Please supply proof of your identity and address. (one from each column) either with this form or by email to [dprequests@londondeanery.ac.uk](mailto:dprequests@londondeanery.ac.uk)

<b>Identity</b>	✓	<b>Address</b>	✓
Copy of passport		Copy of Utility Bill	
Copy of UK drivers licence		Copy of Bank/Building Society statement	
Copy of UK birth certificate		Copy of Council Tax Bill	

Return to **Data Protection Officer London Deanery First floor Stewart House 32 Russell Square London WC1B 5DN** with £10.00 cheque made payable to **NHS London**