Make a Subject Access Request

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Request Details

Who you can apply on behalf of

You can make a Subject Access Request for yourself or on behalf of the following:

- Your child (under the age of 13, for whom you have parental responsibility).
- Someone who you have a power of attorney for (you will need to upload a copy of the power of attorney with this request).
- Someone you are a legal representative for (you will need to upload a copy of the signed letter of authorisation with this request).

* (required) Who are you applying on behalf of?
(Additional requirements including document upload requests will be displayed once you have made your selection)

Yourself

Data Subject Proof of Identity

To help establish the identity of the data subject, we require proof of the data subject's identity. This must be valid, in date (not expired) and preferably photographic.

If the data subject does not have one of the specified documents, please select 'Other identity document' and upload a document that enables us to verify the data subject's name and date of birth.

* (required) Please select the type of identity document.

Driving licence

Please upload a colour copy of this document.

Images can be in JPG or PNG file types with a maximum file size of 3MB. Please ensure the uploaded image is of good quality as this could delay approving your disclosure.

* Upload File Or drag and drop a file to this area

File has been successfully uploaded.

Data Subject Proof of Address

In addition to the identity document, we require proof of the data subject's address. This must include the data subject's name, address and be dated within the last three months. A list of the acceptable proofs of address can be found in the Frequently Asked Questions (/s/acro-services/subject-access#Whatisanacceptableproofofaddress?)(opens in new window).

* (required) Please select whether or not you are able to provide a copy of the data subject's proof of address

Unable to provide a copy of the data subject's proof of address

* As you have selected that you are not able to provide a copy of an acceptable proof of address for the data subject, please provide further information (up to 500 characters).
Please note that not providing a proof of address may delay the processing of this request.

Please confirm that you understand that ACRO may not be able to provide some/all of the data subject's information if ACRO is unable to verify the data subject's identity or the request is not being made with the data subject's best interest.

☑ * I confirm

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