

JORDANS SOLICITORS

DATA SUBJECT ACCESS REQUEST (DSAR) FORM

Confidential – Data Protection

Please complete this form to help us identify and locate the personal data you are requesting. You do not have to use this form to make a Data Subject Access Request (DSAR); however, providing the information below will help us process your request efficiently.

1. Your Details

Full name: _____

Previous name(s), if applicable: _____

Address: _____

Email address: _____

Telephone number: _____

Preferred method of contact: _____

2. Relationship with Jordans Solicitors

Please tick the relevant option:

☐ Current client

☐ Former client

☐ Current employee

☐ Former employee

☐ Other (please specify): _____

Matter reference, if known: _____

Name of solicitor or department, if known: _____

3. Personal Data Requested

Please describe the personal data you are requesting access to. Be as specific as possible, including relevant dates, individuals, departments, matter references or types of records.

Date range of the information requested, if applicable:

From: _____ To: _____

Please indicate the types of information you are seeking, where applicable:

- ☐ Client or matter records
- ☐ Emails and other correspondence
- ☐ Telephone records or call notes
- ☐ Personnel or employment records
- ☐ Financial or billing records
- ☐ Complaints or investigation records
- ☐ Other (please specify): _____

4. Identity Verification

To protect personal data, we may need to verify your identity before responding to your request.

Please indicate the identification documents provided, if requested:

- ☐ Photographic identification
- ☐ Proof of address
- ☐ Other: _____

Please do not send original identity documents. We will contact you if further information is required.

If you are making a request on behalf of another person, please provide details below.

Name of the person represented: _____

Your relationship or authority to act: _____

Details of written authority or legal basis, where applicable:

5. Preferred Response Format

How would you prefer to receive the information?

☐ Electronically by secure email or another secure electronic method

☐ Paper copies by post

☐ Other: _____

We will consider your preference when arranging our response, subject to appropriate security measures.

6. Declaration

I confirm that the information provided in this form is accurate to the best of my knowledge and that I am requesting access to my own personal data, or am authorised to act on behalf of the person identified above.

Signature: _____

Name: _____

Date: _____

7. For Office Use Only

Date request received: _____

Received by: _____

Identity verification required: ☐ Yes ☐ No

Identity verification completed: ☐ Yes ☐ No ☐ Not applicable

Clarification required: ☐ Yes ☐ No

Date clarification requested: _____

Statutory response deadline: _____

Responsible person: _____

Relevant departments and systems identified: _____

Searches completed: _____

Date response issued: _____

Response method: _____

Extension required: ☐ Yes ☐ No

If yes, reason and date notified: _____

Outcome / notes: _____

Data Protection Reminder: A DSAR must be handled in accordance with applicable data protection legislation and the firm's DSAR procedure. The usual response period is one month from receipt of the request, subject to the applicable rules on identity verification, clarification, complex requests and permitted extensions.

Jordans Solicitors – Confidential Data Protection Record