1. Data Protection Request Details

Data Subject Reference	*If you have a reference you are using for your request, please indicate if here*
Data Protection Request Type	*Please indicate if this is an Access request (e.g a SAR) or an Erasure request (e.g the 'Right to be forgotten')*

2. Data Subject Details

Title:	**Mr** ☐	**Mrs** ☐	**Miss** ☐	**Ms** ☐	**Other** ☐
Surname:					
First name(s):					
Current address:					
Telephone number:					
Email address:					
Details of identification provided to confirm name of data subject:	*We will need two copies of forms of identification, which can be:* • *Passport* • *Driving licence* • *Birth certificate* *Once ID has been approved these records will not be retained.*				
Details of data requested:					

upland **Rant & Rave**

2. Details of Person Requesting the Information (if not the Data Subject):

Are you acting on behalf of the Data Subject with their written or other legal authority?	**Yes** ☐ **No** ☐
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)	
Please include proof that you are legally authorised to obtain this information.	
For example, letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney.	

Title:	**Mr** ☐	**Mrs** ☐	**Miss** ☐	**Ms** ☐	**Other** ☐
Surname:					
First name(s):					
Current address:					
Telephone number:					
Email address:					

3. Procedure

This Subject Access Request (SAR) form should be printed and signed and along with the required supporting documentation should be sent securely to the Rant & Rave DPO (Data Protection Officer) for processing by uploading the files via:

https://sendsafely.rantandrave.co.uk/u/privacy@uplandsoftware.com

Whilst the Rant & Rave DPO can be reached via privacy@uplandsoftware.com Rant & Rave highly recommends that sensitive documents are not sent as email attachments and the aforementioned secure transfer is used instead.

4. Declaration

I, ..., the undersigned and the person identified in (1) above, hereby request that Rant & Rave provide me with the data about me identified above.

Signature: **Date:**

OR

I, ..., the undersigned and the person identified in (2) above, hereby request that Rant & Rave provide me with the data about the data subject identified in (1) above.

Signature: **Date:**

Version History

Date	Version	Name & Title	Reason for change
13/04/2018	1.0	Andy Latham Head of Information Security	First published
10/10/2018	1.1	Andy Latham Head of Information Security	Renamed document to be "GDPR - Data Protection Request Record - HR v1.1 [PUBLIC]" and added the opening section to indicate the Data Protection Request type
23/05/2019	1.2	Lukasz Ratusznik Security & Compliance Analyst	Replaced old file upload URL, email address and logos.