

## 1. Data Protection Request Details

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

## 2. Data Subject Details

<b>Title:</b>	<table border="1"> <tr> <td><b>Mr</b> <input type="checkbox"/></td> <td><b>Mrs</b> <input type="checkbox"/></td> <td><b>Miss</b> <input type="checkbox"/></td> <td><b>Ms</b> <input type="checkbox"/></td> <td><b>Other</b> <input type="checkbox"/></td> </tr> </table>	<b>Mr</b> <input type="checkbox"/>	<b>Mrs</b> <input type="checkbox"/>	<b>Miss</b> <input type="checkbox"/>	<b>Ms</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
<b>Mr</b> <input type="checkbox"/>	<b>Mrs</b> <input type="checkbox"/>	<b>Miss</b> <input type="checkbox"/>	<b>Ms</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>		
<b>Surname:</b>						
<b>First name(s):</b>						
<b>Telephone number:</b>						
<b>Email address:</b>						
<b>Data of Birth</b>	<i>Because the DPO needs to carefully review Subject Access Request from a child</i>					
<b>Details of identification provided to confirm name of data subject:</b>	<p><i>We will need two copies of forms of identification, which can be:</i></p> <ul style="list-style-type: none"> <li>● <i>Passport</i></li> <li>● <i>Driving licence</i></li> <li>● <i>Birth certificate</i></li> </ul> <p><i>Once ID has been approved these records will not be retained.</i></p>					
<b>Details of data requested:</b>						

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

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

<b>Title:</b>	<table border="1"> <tr> <td>Mr <input type="checkbox"/></td> <td>Mrs <input type="checkbox"/></td> <td>Miss <input type="checkbox"/></td> <td>Ms <input type="checkbox"/></td> <td>Other <input type="checkbox"/></td> </tr> </table>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>		
<b>Surname:</b>						
<b>First name(s):</b>						
<b>Current address:</b>						
<b>Telephone number:</b>						
<b>Email address:</b>						

## 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](mailto: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
08/10/2018	1.1	Andy Latham Head of Information Security	Renamed document to be "GDPR - Data Protection Request Record - MARKETING 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.