

Subject Access Request (SAR) Application Form



Application for access to Personal Information held by the Department of Infrastructure
PART 1 — ABOUT THE DATA SUBJECT *Please use block capitals and ink, * Mandatory*

*Title (Mr, Mrs, Miss, Ms etc)..... *Surname/Family Name.....

*First Name(s)

Maiden/Formers Name(s)..... Gender (M or F).....

Date of Birth.....

*Current Address (include Postcode)

.....

*Daytime Telephone Number(s) Landline..... Mobile.....

Email Address

These will assist us if we need to get back in touch with you to discuss your application. Acknowledgements, queries and disclosures will be sent to the email address specified above.

If you do not have an email address, we will contact you to arrange an alternative method of secure transit for any disclosure.

PART 2 — PERSONAL INFORMATION SOUGHT

Please give us as much detail as you can of what you wish to see, so that we can accurately search and identify the information you really want.

Any particular subject? Otherwise put 'All'		
Period for search - date & time range(s):	From:	To:

To enable us to find what you are looking for, and manage the size of each request, please be as specific as you can and identify which Division or service area you are requesting information from, names of any people involved and any additional details that you think may be of use, or that you wish to see, such as specific pieces of information, any known subject area or topic etc

please continue of a separate paper and attach if you need to

If you have been asked by someone to apply for information about yourself under a subject access request and provide them with the responses for the purposes of

- Your current job, or
- A job you have been offered, or
- To enter into a contract for goods, facilities or services?

you are not obliged to do so and they may be committing an offence under Section 126 of the Data Protection Act 2018. **You have not committed any offence in submitting your request.**

PART 3 — DECLARATION

The information which I have supplied in this application is correct, and I am the person to whom it relates.

Signature Date

OR if you are signing this form on behalf of someone else, state who you are signing for:

I am signing on behalf of: (print name) **and** I attach a letter of consent.

Your Signature Date

Your contact details:

Daytime Telephone Number(s) Landline..... Mobile.....

***Email Address**

Please return a scan of the completed form by Email: DPO-DOI@gov.im or post it to:

Data Protection Officer
Department of Infrastructure
Sea Terminal Building
Douglas
IM1 2RF

FOR OFFICE USE ONLY	
Application checked and legible?	Yes No
Extra detail, clarity or information required
Identification documents checked?	Yes No
Reasonable identity confirmed by
Received by: (Print name)
Date
Other info
Relevant date:	SAR Deadline:
SAR Ref:	Extension required: