

Workforce UK

Data Subject Access Request (DSAR) / Information Request Form

Workforce is committed to protecting and respecting your privacy. This form will allow you to raise requests in respect of your personal data. Please complete this form carefully, and provide clear instructions in the "Request Details" section relating to your request. Upon submission, you will receive an acknowledgement and further communication from us in respect of your request.

1. Requester Details

Full Name:	
Previous Name(s) (if applicable):	
Date of Birth:	
Address:	
Telephone Number:	
Email Address:	

2. Proof of Identity

Please provide one copy of proof of identity and one copy of proof of address (e.g., passport or driving licence, utility bill, bank statement not older than 3 months).

3. Nature of Request

I am submitting this request as (tick as appropriate):

- The data subject (my own personal data)
- An authorised representative (attach written authority from the data subject)

4. Type of Request

Please indicate the right you wish to exercise under the Data Protection Act / UK GDPR (tick all that apply):

- Right of Access (to obtain a copy of my personal data)
- Right to Rectification (to correct inaccurate data)
- Right to Erasure (to delete my data)
- Right to Restrict Processing
- Right to Data Portability
- Right to Object to Processing
- Right not to be subject to automated decision-making, including profiling

5. Request Details

Please provide as much detail as possible about the information you seek (e.g., timeframe, systems, departments, or categories of personal data).

6. Preferred Format of Response

- Electronic copy (secure email)
- Paper copy (posted to the address above)

7. Declaration

I certify that the information I have provided is true, and that I am the individual to whom it relates or an authorised representative.

Signature: _____ Date: _____

Please send completed forms and supporting identification to: info@workforceinternational.co.uk