**SUBJECT ACCESS REQUEST FORM UNDER THE DATA PROTECTION ACT 1998**

Please note that completion of this form is not compulsory, but may assist us to process your request and verify your identity. Where the term “Data Subject” is used, it refers to the person about whom the information is being requested.

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| 1. Details of person requesting the information.

Full Name ……………………………………………………………………………………Address …………………………………………………………………………………………………………………………………………………………………………………………..Tel No. …………………………………. Email: …………………………………..1. Are you the Data Subject? (*Please circle)*

YES: If you are the Data Subject please supply two proofs of your identity i) name and address shown on a utility bill or bank statement and ii) driving licence or birth certificate (photocopies allowed) and a stamped addressed envelope for these documents to be returned to you. (Please go to question 5)NO: Are you acting on behalf of the Data Subject with their written authority? If so, that authority must also be enclosed with two proofs of your identity as well as for the Data Subject (see above). (Please complete questions 3 and 4)1. Details of the Data Subject (if different to 1)

Full Name ……………………………………………………………………………………Address …………………………………………………………………………………………………………………………………………………………………………………………..Tel No. …………………………………. Email: ……………………………………………….. |
| 1. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

…………………………………………………………………………………………………..1. Please describe the information you seek together with any other relevant information. This will help to identify the information you require.

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2. evidence of the data subject’s identify (if different from above);
3. the fee of £10 (cheques to be made payable to The Institute of Cancer Research);
4. stamped addressed envelope for return of proof of identity/authority documents.
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