

## Data Subject Access Request

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 about

### 1. Details of person making the request.

Full Name .....

Address .....

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Tel No. ....

Email: .....

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### 2. 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 (photocopies allowed) and a copy of ii) driving licence, passport, or birth certificate. (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)

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### 3. Details of the Data Subject (if different to 1)

Full Name .....

Address .....

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Tel No. ....

Email: .....

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

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5. Please describe the information you are seeking to access together with any other relevant information that will help to identify the information you are referring to.

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Declaration: To be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

I ....., certify that the information given on this application form to The Institute of Cancer Research is true. I understand that it is necessary for the Institute to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature: .....

Date: .....

**Please return the completed form to The Data Protection Officer, The Institute of Cancer Research, 123 Old Brompton Road, London SW7 3RP or email to [dataprotectionofficer@icr.ac.uk](mailto:dataprotectionofficer@icr.ac.uk).**

Documents which must accompany this application:

- a) two proofs of your identity;
- b) evidence of the data subject's identify (if different from above);
- c) stamped addressed envelope for return of proof of identity/authority documents (if applicable).