

Subject Access Request (SARs) Form

Please fill in ALL the fields below for us at – Oasis Senior Home Care Ltd to process your request. Please allow us up to 30 days from the date of acknowledgement to gather your personal data, as often this can be a complex and lengthy process. We may ask for additional time if required, this will of course be communicated with you periodically to keep you informed.

Organisation*: _____
Name*: _____
Surname*: _____
Contact Tel*: _____
Address*: _____
Email*: _____
DOB: ____ / ____ / ____

Is this SAR(s) for yourself or another party? * _____
Do you have their written consent? * YES / NO

Please state your reason for request*: _____

Please 'tick' the details of records to be accessed:

Emails ☐ Digital Logs ☐ Physical Logs ☐ Cookies ☐ Personal File(s) ☐

Other – Please Specify: _____

Please state which period(s) of records you would like us to search and provide for a more specific request:

- 1) FROM: ____ / ____ / ____ TO: ____ / ____ / ____
- 2) FROM: ____ / ____ / ____ TO: ____ / ____ / ____
- 3) FROM: ____ / ____ / ____ TO: ____ / ____ / ____
- 4) FROM: ____ / ____ / ____ TO: ____ / ____ / ____

It is our endeavour to process your request as quickly as it is reasonably possible. We will ensure to do our best to supply accurate and full records. We reserve the right to redact and 'black' out information(s)/texts in your records where it is not yours and has the potential to compromise the identity and security of other(s). By using this form, you acknowledge you have the RIGHT(s) to access these records in an official capacity if it concerns another party other than yourself (We may ask you to provide evidence to prove your right of access if it concerns another party). If it has been identified at any stage that disinformation was used to deceive our party to acquire such information(s), legal action(s) will be taken against you as well as being prosecuted – (DATA PROTECTION ACT 2018). By signing below, I confirm I understand all the information(s) outlined here and confirm that it is to the best of my knowledge.

FULL NAME *:
SIGNATURE *:
DATE *: