

Subject Access Request form

Request for access to personal information we hold about you.

All applicants must complete Sections 1, 2 and 3.

If you are applying on behalf of someone else, they must complete Section 5 and you must complete Section 4.

1. Details of applicant

Title: Forename(s):

Surname:

SRA ID (if applicable):

Date of birth:

How would you like to receive our response to your Subject Access Request?

By email By post

If you would like to receive the disclosure by email, please provide a current **email address**:

Current Address:

Postcode:

Previous address (optional, to assist us in locating records if relevant):

Postcode:

2. To help us locate any personal information that we hold, please supply any relevant information.

Describe the information you require (continue on a separate sheet if required):

Name of departments concerned:

Please supply any SRA reference numbers you have which relate to your request:

Any other information that might help us to locate your personal information:

3. All applicants must sign and date the following:

I wish to request access to personal information held by the Solicitors Regulation Authority (SRA) of _____ (name of applicant) in accordance with the relevant Data Protection Legislation.

I understand that to ensure confidentiality it may be necessary for the Authority to obtain further information to confirm my identity and to locate the information sought.

Signed:

Date:

4. Complete this section if you are authorised to act on behalf of the applicant.

I have been authorised to act on behalf of (name of person who received the service)

I declare that I will not disclose any information I am supplied with other than to the person on whose behalf I am acting unless they give me their express permission.

Signed (agent):

Name (block capitals):

Date:

5. If an agent is acting on your behalf, then please complete the following:

I, _____ (name of applicant),
authorise _____ (name of agent acting on your behalf)
to seek access to personal information held by the Solicitors Regulation Authority.
I declare that this authorisation was freely given.

Signed (*applicant*):

Date:

How to submit your request

Please return the completed form along with the following:

- a) Evidence of your identity
- b) Evidence of the data subject's identity, if different from a).

By law, we are required to ask you for proof of identification to ensure we are giving the information to the right person. As proof, we will accept a copy of one item from the list below along with proof of your residential address as stated on your application form, such as a photocopy of a utility bill. This is the address where your information will be sent unless an alternative delivery address is provided at the time of making this request.

Forms of proof of identification we accept

- A photocopy of your birth certificate
- A photocopy of your passport
- A photocopy of your driving licence

You must also include proof of your residential address as stated on your application form, such as a photocopy of a utility bill.

Post your application supporting documents to:

SRA Information Compliance
Solicitors Regulation Authority
The Cube
199 Wharfside Street
Birmingham
B1 1RN

What happens next

We will respond to your request for information within the statutory deadline. This period does not start until we have received your proof of identity.

For information on how we handle your personal data, [see our privacy notice](#)