

Subject Access Request Form

Request for access to your personal data held by Capgemini UK plc

PART 1

Details about the person who the information relates to (referred to on this form as the "data subject")

Title	
Forename(s)	
Surname	
Address	
Telephone No.	
Email Address	

If current or ex-employee, please provide the following:

Employee No.	
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PART 2

Are you requesting information about you (i.e. are you the data subject)? Please tick which applies

☐ **No** – go to part 3 ☐ **Yes** – go to part 4

PART 3

Please complete if you are the person acting on behalf of the data subject, (identified in Part 1 above)

Title	
Forename(s)	
Surname	
Address	
Telephone No.	
Email Address	
Relationship to data subject	

Please provide a copy of ONE of the following as proof of your identity; (tick which one applies):

- ☐ Passport/Travel Document
- ☐ Photo driving license
- ☐ National Identity Card
- ☐ ARC Card

As you need to have legal authority to request the data subject's information, please provide a copy of ONE of the following; (tick which one applies):

- ☐ Letter of Authority
- ☐ Power of Attorney
- ☐ Other
Please Specify

PART 4

Are you (the data subject) a current Capgemini Employee? Please tick which applies

☐ **No** – go to part 5 ☐ **Yes** – go to part 6

PART 5**Confirmation of Identity**

If the data subject is not a current employee of Capgemini, we will require proof of identity for the data subject. Please include **ONE** item from list A plus **ONE** item from list B, (tick which ones apply):

List A

- ☐ Passport/Travel Document
- ☐ Photo driving license
- ☐ National Identity Card
- ☐ ARC Card

List B

- ☐ A letter sent to you by Capgemini
 - ☐ Utility Bill with Current Address
 - ☐ Bank / Building Society Statement
- The above must be dated within the last 3 months*

PART 6**Details of information being requested**

Date From	
Date To	

To help us with your request, please provide specific details of the information being requested and any additional information that may help us to locate your personal data:

Please can you provide the names of any individuals that may have the information you require:

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PART 7
Declaration

I certify that the information provided on this form is true and correct. Furthermore, I confirm that ***I am the data subject named / representative of the data subject****, (*please delete as appropriate), in this Subject Access Request Form.

Please print name in Block Capitals:	
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Signature:	
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(Data Subject / Representative)

Date:	
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PART 8**Completion of the Subject Access Form**

The completed application form and proof of identity, (and if acting on behalf of the data subject proof of authority), should be sent for the attention of the Data Protection Officer by either of the following:

Email: dsrr.uk@capgemini.com or by selecting the 'Submit' option at the top of this form;

or via Post to: Capgemini UK
No. 1 Forge End
Woking
Surrey
GU21 6DB

PART 9**Before sending the form please check you have:**

- ☐ Signed & dated this form
- ☐ Enclosed proof of identity of the data subject (if required)
- ☐ Enclosed proof of authority to act on behalf of the data subject (if required)
- ☐ Enclosed proof of identity if acting on behalf of the data subject (if required)