



Subject Access Request Form

To Assist in Making a SAR

Subject Access Request Form

Name:	
Address (Postal or Email):	
Contact Number:	
Personal Information:	
If you only wish to know what information is held in specific records, then please indicate here:	
Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know exact dates, please give the year(s) that you think may be relevant or any other relevant guidance.	
I wish to receive the response where possible (delete as appropriate):	In electronic format / by post / collect the information in person / view a copy of the information only / Go through the information with a member of staff.

If a SAR is made verbally over the phone, this form will be filled in by a member of Roscom staff and sent to the requestee in order to confirm the basics of the request.

Response Satisfaction

If you are dissatisfied with the initial SAR response from Roscom, then you are able to escalate the issue to senior management at Roscom. Please contact the below number and ask to speak to the Operations Director or a relevant member of the senior management team.

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Document Tracking

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Access & Approvals

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