



Guaranty Trust Bank (UK) Limited

SUBJECT ACCESS REQUEST (RECORD)

1. DATA SUBJECT DETAILS:

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Telephone number:					
Home					
Work					
Mobile					
Email address					
Date of birth					
Details of identification provided to confirm name of data subject <i>[Passport, Driving licence, Birth certificate, Utility bill (from last 3 months), Bank statement (from last 3 months), Rent book (from last 3 months)]:</i>					
Details of data requested:					

1.1 DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):

Are you acting on behalf of the data subject with their written or other legal authority?	Yes <input type="checkbox"/> No <input type="checkbox"/> (This request will not be actioned without the legal authority /consent of data subject).
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If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)					
Please enclose proof that you are legally authorised to obtain this information. (For example, letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney).					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First name(s)					
Current address					
Telephone number:					
Home					
Work					
Mobile					
Email address					

2. DECLARATION

<p>I,, the undersigned and the person identified in (1) above, hereby request that Guaranty Trust Bank (UK) Limited provide me with the data about me identified above.</p> <p>Signature: _____ Date: _____</p> <p><u>For office use only</u> SAR form received by (employee name): _____</p>	
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2.1 DECLARATION (If requesting on behalf of data subject)

<p>I,, the undersigned and the person identified in (1.1) above, hereby request that Guaranty Trust Bank (UK) Limited provide me with the data about the data subject identified in (1) above.</p> <p>Signature: _____ Date: _____</p> <p><u>For office use only</u> SAR form received by (employee name): _____</p>	
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This form must immediately be forwarded to Guaranty Trust Bank (UK) Limited's Data Protection Officer by post at 60-62 Margaret Street, London. W1W 8TF or scanned via email to dpo@gtbankuk.com