



Capital Karts Subject Access Request (SAR) Form

By completing this form, you are making a request under the GDPR for information held about you by the organisation that you are eligible to receive.

The Capital Karts process for completing SAR's is detailed within the Data Subject Access Request Policy and can be provided to you upon request.

Name:	
Daytime Telephone Number:	
Email:	
Address:	
Employee/Payroll Number:	
To assist us with your request please provide as much detail about the information you require, and any relevant dates:	<i>Example: emails between A and B from 1 May to 31st August</i>

By signing below, you indicate that you are the individual named above. Capital Karts cannot accept requests regarding your personal data from anyone else, including family members.

We may need to contact you for further identifying information before responding to your request.

We will respond to your request within 30 days of receipt as prescribed under current GDPR legislation.

Signed:	
Date:	

Please return this form to Capital Karts Ltd, Unit 1 Rippleside Industrial Estate, Barking, IG11 0RJ