East Sussex Healthcare NHS Trust

SUBJECT ACCESS REQUEST (SAR)

HUMAN RESOURCES

Please complete this form if you wish to request access to personal information held by the Human Resources Department.

1. Requester details

INFORMATION REQUIRED	DETAILS
Full name (title, first name and surname)	
Home address	
Telephone number	
Email address for correspondence	

2. Current employees only

INFORMATION REQUIRED	DETAILS
Staff assignment number	
Job title	
Department / work base	
Current line manager	

3. Former employees only

INFORMATION REQUIRED	DETAILS
Dates of employment	From: _____ To: _____

INFORMATION REQUIRED	DETAILS
Proof of identity	Please provide one copy of a current photographic ID and one copy of a utility bill or bank statement showing your current address, dated within the last six months.

4. Requests submitted by external organisations

INFORMATION REQUIRED	DETAILS
Requester name (title, first name and surname)	
Job title	
Organisation name	
Address	
Telephone number	
Email address	

5. Details of request

INFORMATION REQUIRED	DETAILS
Reason for request	
Information requested	Please provide as much detail as possible, including relevant dates, types of information, previous names, departments, or any other details that may help us locate the records.
Date range requested	From: _____ To: _____

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INFORMATION REQUIRED	DETAILS
Line manager(s) during the requested period	Please provide the name of your line manager for each period covered by this request.

6. Preferred format of disclosure

Please tick the option(s) that apply:

☐ Paper copy	☐ Electronic copy sent by email
☐ Collection in person	☐ Postal delivery

7. Declaration

I confirm that the information provided is accurate and that I am requesting access to my personal data, or I am authorised to act on behalf of the individual named above.

INFORMATION REQUIRED	DETAILS
Signature	
Date	

Return completed form to

BY POST	BY EMAIL
HR Solutions East Sussex Healthcare NHS Trust Eastbourne District General Hospital Kings Drive Eastbourne BN21 2UD	**esh-tr.HR-SAR@nhs.net**