



**Unigold 2000 Limited**

## **SUBJECT ACCESS REQUEST (SAR) FORM**

Updated: February 2026

### **Important information**

Under the UK GDPR and the Data Protection Act 2018, you have the right to request access to the personal data we hold about you. This form helps us locate your data and verify your identity. You do not have to use this form – you can also email your request to [gdpr@unigold.co.uk](mailto:gdpr@unigold.co.uk) or post it to the address below.

- Confirmation whether we are processing your personal data
- Access to a copy of your personal data
- Purposes of processing and categories of personal data concerned
- Recipients or categories of recipients
- Retention periods (or criteria used to determine them)
- Your rights (rectification, erasure, restriction, objection, portability) and the right to complain to the ICO

We will respond within one month of receiving a complete request. We may extend by up to two further months for complex or numerous requests (we will notify you within the first month). No fee applies unless a request is manifestly unfounded or excessive.

### **Return this form to**

**Data Protection Officer**

Matthew Gaskin

**Email**

[gdpr@unigold.co.uk](mailto:gdpr@unigold.co.uk)

**Telephone**

01483 459045

**Postal**

256 High Street, Guildford, Surrey, GU1 3JG

## **1. Your details (data subject)**

**Title**

**Forename(s)**

**Surname**

**Address**

**Telephone number**

**Email address**

## **2. Representative (complete if acting on the data subject's behalf)**

**Your name/organisation**

**Relationship to the data subject**

**Legal authority (e.g., PoA / signed authority)**

**Your email/telephone**

Attach copies of ID for you and the data subject, and evidence of authority.

## **3. Information being requested**

Describe the personal data you are requesting and provide any details that will help us locate it (e.g., approximate dates, departments, systems, reference numbers, device serials, email addresses used).

#### 4. Timeframe and systems (optional but helpful)

Time period to search

Systems/areas to search (tick or list)

Other information to help us locate your data

#### 5. Identity verification (tick enclosed documents)

Photo ID (passport / driving licence) [ ]

Proof of address (utility bill < 3 months) [ ]

Authority to act (if applicable) [ ]

Other (please specify) [ ]

#### 6. Preferred format and delivery

Preferred format (e.g., PDF via secure download)

Preferred delivery (secure link / encrypted USB by post)

Special accessibility requirements

#### 7. Declaration

By signing, you confirm that the information provided is accurate and that you are the data subject named above or have authority to act on their behalf. Unigold 2000 Limited may contact you to verify identity and clarify the request.

Name

Signature

Date

**Office use only**

**Date received**

**ID verified (Y/N)**

**Clarification requested (Y/N)**

**Response due date (+1 month)**

**Extended? (up to +2 months)**

**Date response sent**

If you are unhappy with our response, you can complain to the Information Commissioner's Office (ICO).