

# Data subject access request form



If you would like to request a copy of your personal data, please complete the following form with as much information as possible to enable us to fulfill your request and email the form to [dataprotection@icf.com](mailto:dataprotection@icf.com), with the subject heading: Data Subject Access Request.

<b>Full name:</b>		
<b>Address:</b>		
<b>Email address:</b>		
<b>Telephone number:</b>		
<b>I confirm that I am the person who is the subject of the request (The Data Subject):</b>	<input type="checkbox"/> YES <i>or</i> <input type="checkbox"/> No	
<b>If you are applying on another person's behalf (the Data Subject), I confirm that I have legal authorization to make the request on their behalf:</b>	<input type="checkbox"/> YES <i>or</i> <input type="checkbox"/> No	
<b>Data Subjects' name:</b>		
<b>To help us provide the information you are looking for, please provide the following:</b>		
<b>Description of what your area of concern is:</b>		
<b>Specific information you are looking for:</b>		



Additional details that will help us locate the information you are looking for e.g. time period, subject, people or teams involved, project, email or system:

In order that we may validate your request, please include proof of identity and address by providing a copy of the following documents:

- a valid photo ID (driver's license, passport, national ID, or similar government ID)
- **PLUS**, one of the following:
  - utility or tax bill
  - bank or credit card statement (no more than 3 months old).

If applicable, Proof of Legal Representation:

- Power of attorney *or*
- Court order

### Data Subject Declaration

Please supply the information requested by:

- the email (via secure e-file transfer) as stated at the top of this form
- Other, please provide details:

I understand that the search can only commence once I have supplied sufficient information to enable you to comply with my request.

Signature of data subject  
(or legal representative)

Date:

Name of data subject  
(or legal representative)  
PLEASE PRINT

We will make every effort to process your subject access request as quickly as possible. However, if you have any queries whilst your request is being processed, please do not hesitate to contact the Data Protection team at [dataprotection@icf.com](mailto:dataprotection@icf.com) should you have any concerns.

