



Subject Access Request Form

Your Personal Details:

Mr. Mrs Miss Ms Dr

Full Name:
Address:
Post Code:
Email Address:

Your Request Details:

Proof of Identification(Please enclose / attach copy with your request):

Passport: Driving License:

If you are, or have been, a Client of Vivio please provide the relevant account number and/or mobile number:
If you are, or have been, an employee of Vivio please provide your National Insurance number and or D.O.B:
Detail the information you are requesting. Please be as specific as possible to help us to process your request as quickly as possible:

How would you prefer your information? (please select one option):

By PDF By CSV

Declaration **(must be signed)**:

Please send me a copy of the requested personal data Vivio hold on file about me. I understand that only personal information about myself that I am legally entitled to will be provided in response to this request. I acknowledge that a request for information that is not personal to myself or that I am not legally entitled to will be highlighted to my employer / the account holder of the Services to which the information relates.

Signed:

Date: