



## Sample DSAR Form

### Data Subject Access Request (DSAR) Form

#### Instructions:

Please complete this form if you are requesting access to your personal data held by [Organization Name]. We may need to contact you for further information to verify your identity and locate your data. You will receive a response within [time frame, e.g., one month] as required by law.

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#### 1. Personal Information

- Full Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
  - Other Identifying Information (if applicable):  
\_\_\_\_\_
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#### 2. Details of Request

- Type of Request (select one or more):
    - Access to personal data
    - Rectification of inaccurate data
    - Erasure of personal data
    - Restriction of processing
    - Objection to processing
    - Data portability (transfer data to another controller)
  - Description of Request:  
(Please describe in detail the data you are requesting access to or the actions you want taken on your data)
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### 3. Verification of Identity

Please attach a copy of a valid ID (e.g., driver's license, passport) to help us verify your identity.

- **Attached Document:**
  - Yes
  - No

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### 4. Preferred Method of Response

- **How would you like to receive your data?**
  - Electronically (via email)
  - Hard copy (by mail)
  - Other: \_\_\_\_\_

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### 5. Additional Information

(If you have specific requirements or need to provide additional information, please do so here)

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit the completed form via [email address/postal address] or in person at [physical location].