



Enhance Catering Subject Access Request Form

Please print, complete, sign and send to us as per the instructions below.

Date ____ / ____ / ____

Address _____

Email address _____

Please highlight which Subject Access Request you wish to invoke:

Description	Tick
SAR 1: Right to be informed	
SAR 2: Right of access	
SAR 3: Right to rectification	
SAR 4: Right to erasure	
SAR 5: Right to restrict processing	
SAR 6: Right to data portability	
SAR 7: Right to object	

Please describe why you have chosen this Subject Access Request, so that we can help improve our services going forward:

Please sign in wet ink, and state your full name and date below:

Signature _____

Full Name _____

Date _____

Please send us the Subject Access Request Form by **Recorded Delivery** to this address:

Evolve Catering Recruitment
15 Half Moon Court
London
EC1A 7HF

We will respond within 30 days of receipt to the given physical address by **Recorded Delivery**. It is UK Law to record a list of all Subject Access Requests. A copy of this form will be scanned and held for audit purposes of ICO Compliance in our secure storage for future reference.

Thank you for your request,

Kind regards,

Enhance Catering Recruitment