**SUBJECT ACCESS REQUEST FORM**

Right of access

You can ask for a copy of the information we hold about you.  This is known as a subject access request.

How to request access

You can make your request by an online form, an email, by phone, by post or in person.

Apply by completing the [online Subject Access Request form](https://form.cheshireeast.gov.uk/service/Subject_access_request).

Alternatively, print and complete the [Subject Access Request (SAR) -  request form (MS Word, 332KB)](https://www.cheshireeast.gov.uk/Docs/SAR%20request%20form.doc)  Email your request to: [dp@cheshireeast.gov.uk](mailto:dp@cheshireeast.gov.uk) or post to The Data Protection Officer, 1st Floor Westfields, c/o Municipal Buildings, Earle Street, Crewe, CW1 2BJ  or phone 01270 686605.