

Subject access request form

The Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) provide you with the right to receive a copy of the information we hold about you.

You will need to provide evidence of your identity. Please see details below

Your request will be processed within **one month** of a fully completed form

Your details

Full name:

Date of birth:

Address:

.....

Postcode:

Email:

Telephone No:

Previous address:

(if applicable)

Your relationship to Ormiston Families

	Current	Previous	Service/Department
Employee			
Volunteer			
Service user			
Supporter			
Other (please specify)			

Are you making a request for your own personal information?

YES – in order for us to provide you access to the information you have requested we will need to be able to verify your identity. Copies should be countersigned by a third party. Please provide

- a) Photographic identity
- b) Two utility bills

NO – if you are acting on behalf of the individual who requires access to their personal information please provide written authority or evidence of power of attorney. Please complete the section below:-

Details of the data subject

Full name:

Date of birth:

Address:
.....
.....

Postcode:

Email:

Telephone No:

Your relationship to the data subject:

.....

Please provide a brief description of why you are requesting this information on their behalf:

.....
.....
.....

Information required

Please describe with as much details as possible the information you require, e.g. the format in which it is held and time periods which may be relevant. This will assist us in locating the information you require.

Declaration (to be completed by all applicants)

I certify that the information given in this application is true. I understand that it is necessary for Ormiston Families to confirm my identity/the data subject's identity and it may be necessary to obtain more detailed information to help locate the relevant data

Signature:

Date:

Please return the completed form and proof of your identity to

The Privacy Officer
Ormiston Families
Unit 17, The Drift
Nacton Road
Ipswich IP3 9QR

or by email to privacyofficer@ormistonfamilies.org.uk

We will respond to your request within one month of receiving your written request. Please aim to be as specific as possible when requesting your personal information. If we do not have enough information to begin our search we will write to you and ask you for more details. In these circumstances the one month response time will begin from the day we receive sufficient information from you to proceed.