

## **Subject access request form**

The General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA 18) gives individuals rights to accessing information held about them. The GDPR places obligations on those who process information to handle and manage information in a specific way.

### **About this form**

This form should be used if you want to make a request for information that Ormiston Families may hold. Under GDPR this is called a data subject access request or DSAR. Ormiston Families is not obliged to comply with your request unless we are supplied with such information as we may reasonably require to confirm the identity of the requestor. Although it is not compulsory for you to use this form to make a request it is designed to help us to obtain all the necessary information in order for us to process your request in an efficient manner.

### **Statutory deadline**

We will respond to your request within one calendar month upon receipt of a valid request. Ormiston Families can extend this period by a further two months where requests are extensive or complex.

### **Fee**

Ormiston Families does not normally charge a fee for the supply of information requested under the GDPR.

### **How to submit your application**

You can submit your application by sending this form in **one** of two ways:

Post to:	Email to:
The Privacy Officer Ormiston Families Unit 17, The Quadrangle Centre, The Drift Nacton Road Ipswich IP3 9QR	privacyofficer@ormistonfamilies.org.uk

### **How to complete the form**

#### **Section 1: Details of the data subject (person about whom the information is requested)**

This section must be completed for all applicants. Please complete all details relating to the data subject (person about whom the information is requested and relationship if applicable)

#### **Section 2: Details of the person acting on behalf of the data subject (representative)**

This section must be completed when the application is being submitted on behalf of the data subject or on the authority of the data subject.

#### **Section 3: Relationship of requestor to data subject**

This section must be completed when the application is submitted on **behalf** of the data subject.

#### Section 4: Description of the information requested

This section must be completed by all applicants. You need to specify the records/information you wish to access.

#### Section 5: Declaration

This section must be completed by all applicants and is divided in 2 parts:

- **Part A** should be completed by the data subject, legal parent/guardian or legal representative
- **Part B** should be completed when the applicant has been provided authority by the data subject – for example, if a request is being submitted on behalf of a data subject

#### Section 6: Supporting documents and identification

Supporting identification documents must be provided by your request to be processed.

**If you need assistance** – Please contact [privacyofficer@ormistonfamilies.org.uk](mailto:privacyofficer@ormistonfamilies.org.uk)

#### **Subject Access Request Form**

Please complete the application form in BLOCK LETTERS.

<b>Section 1: Details of the data subject – MUST BE COMPLETED</b>			
Surname		Title	
Forename(s)			
Former Names			
Date of Birth			
Current Address			
	Country		Post Code
Telephone/Mobile Number			
Email Address			
<b>Section 2: Details of person acting on behalf of data subject – MUST BE COMPLETED IF BEING REQUESTED ON BEHALF OF DATA SUBJECT</b>			
Surname		Title	
Forename(s)			
Current Address			
	Country		Post Code
Telephone/Mobile Number			
Email Address			
<b>Section 3: Your relationship to the data subject – MUST BE COMPLETED IF BEING REQUESTED ON BEHALF OF THE DATA SUBJECT</b>			
Please tick the appropriate box:			
<input type="checkbox"/> I have been asked to act by the data subject see <b>Part B</b> below			
<input type="checkbox"/> I have parental responsibilities for the data subject who is under 13 years old see <b>Part - A</b> below			
<input type="checkbox"/> Other – please state and provide evidence of authority:			

**Section 4: Description of information requested – MUST BE COMPLETED**

Please tick the appropriate box to indicate if you wish to access:

- All Ormiston Families Records
- Specific records regarding the use of a particular service (please state below) and the approximate date (continue on a separate sheet if necessary)
- Non-service related information (detailed below)

All information requested under the GDPR is **provided electronically and sent by an encrypted email service**. Requests for paper copies are considered on a case-by-case basis.

- I would like paper copies of the information because:

**Section 5: Declaration – please complete either Part A or Part B**

**Part A: should be completed by the data subject or legal parent/guardian if under 13**

- I am the data subject/legal parent/guardian of the data subject who is under 13 years old (delete as appropriate)

- I am the authorised legal representative for the data subject
- I, the undersigned declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply under the GDPR for access to personal data that Ormiston Families holds about me. I understand that it is necessary for Ormiston Families to confirm my identity and it may be necessary to obtain supplemental information to confirm my identity and/or locate the correct information.

Full name (print):

Signed:

Date (print):

**Part B: should be completed when the applicant has been provided authority by the data subject – for example, if a request is being submitted on behalf of a data subject**

- I have been asked to act by the data subject and below is the data subject’s written authorisation.
- I am the data subject giving authority to a representative to act on my behalf – I hereby give authorisation for the below named to make an access request on my behalf under the GDPR to Ormiston Families. I am aware that it is an offence to unlawfully obtain such information – for example, by impersonating the data subject. I certify that the information given in this form is true and accurate.

Full name of data subject (print):

Signed by data subject:

Date (print):

Full name of representative (print):

Signed:

Date (print):

**Section 6: Supporting documents and identification – MUST BE COMPLETED**

In order to confirm your identity, you will need to send us:

- A copy of one of the documents from the proof of identity list below
- One item from the proof of address list below
- Proof of parental authority (if applicable)

Please tick the appropriate box to indicate which document you have enclosed:

Proof of identity	Proof of parental authority	Proof of address
<input type="checkbox"/> Current passport <input type="checkbox"/> Driving licence <input type="checkbox"/> Birth certificate	<input type="checkbox"/> Birth certificate <input type="checkbox"/> Court order	<input type="checkbox"/> Utility bill (no more than 6 months old) <input type="checkbox"/> Council tax bill for current year <input type="checkbox"/> Letter from a Government Department <input type="checkbox"/> Recent bank statement (no more than 6 months old)