

Appendix 2 – Subject Access Request Form

The Data Protection Act 2018 provides you, the Data Subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to make a request for your data. Your request will normally be processed within one calendar month upon receipt of a fully completed form and proof of identity.

Proof of Identity

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of a document, such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The document should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing this change.

Section 1

Please fill in the details of the Data Subject (i.e. the person whose data you are requesting). If you are not the Data Subject and you are applying on behalf of someone else, please fill in the details of the Data Subject below and not your own.

Title	
Surname/Family Name First	
Name(s)/ Forename	
Date of Birth	
Address	
Post Code	
Phone Number	
Email Address	

I am enclosing the following copies as proof of identity (please tick the relevant box):

- € Birth certificate
- € Driving licence
- € Passport
- € An official letter to my address

Personal Information

If you only want to know what information is held in specific records, please indicate this in the box below. Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know exact dates, please give the year(s) that you think may be relevant.

Details:

Employment records:

If you are, or have been employed by the Company and are seeking personal information in relation to your employment, please provide details of your staff number, unit, team, dates of employment, etc.

Details:

Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the Data Subject).

If you are **NOT** the Data Subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the Data Subject and proof of your right to act on their behalf.

Title	
Surname/ Family Name	
First Name(s)/Forenames	
Date of Birth	
Address	
Post Code	
Phone Number	

I am enclosing the following copies as proof of identity (please tick the relevant box):

- € Birth certificate
- € Driving licence
- € Passport
- € An official letter to my address

What is your relationship to the Data Subject? (e.g. parent, carer, legal representative, etc.)

I am enclosing the following copy as proof of legal authorisation to act on behalf of the Data Subject:

- € Letter of authority
- € Lasting or Enduring Power of Attorney
- € Evidence of parental responsibility
- € Other (give details):

Section 3

Please describe, in as much detail as possible, what data you request access to (e.g. time period, categories of data, information relating to a specific case, paper records, electronic records, etc.)

I wish to:

- € Receive the information by post*
- € Receive the information by email
- € Collect the information in person
- € View a copy of the information only
- € Go through the information with a member of staff

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send your completed form and proof of identity by email to help@edplace.com, clearly labelled with the heading or reference of "Subject Access Request" with your name.