

## ISP-22 Subject Access Request Form

### Introduction

Individuals have the right to access their personal data and supplementary information.

The right of access allows individuals to be aware of and verify the lawfulness of the processing.

You should complete this form if you want us to supply you with a copy of any personal data we hold about you.

We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

### SECTION 1: Details of the person requesting information

Full name:	
Address:	
Contact telephone number:	
Email address:	

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of the following:

**1. Proof of Identity**

Passport, photo driving licence, national identity card, birth certificate.

**2. Proof of Address**

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

If we are satisfied that you are who you claim to be, any copies of your proof of identity will be securely destroyed once your request has been completed.

## SECTION 2: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be 'manifestly unfounded or excessive'. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

## SECTION 3 : Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data

## SECTION 4: Declaration

I confirm that I have read and understood the terms of this subject access form.

I understand that it is necessary for Charities Trust to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... Date .....

Documents which must accompany this application:

- Evidence of your identity (see section 2)

Please return the completed form to:

Data Protection Officer  
Charities Trust  
Suite 20-22, Century Building  
Tower Street  
Liverpool  
L3 4BJ

Email: [compliance@charitiestrust.org](mailto:compliance@charitiestrust.org)

Telephone: 0131 334 0380

## Correcting Information

If after you have received the information you have requested you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;

Then you should notify our Data Protection Officer at once: [compliance@charitiestrust.org](mailto:compliance@charitiestrust.org)

## Document Control | For official use only

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**Organisation** Charities Trust

**Title** Subject Access Request Form

**Author** Clare Lennon

**Owner** Data Compliance Manager

**Subject** Subject Access Requests

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**Document approval** This document requires the approval of:  
Charities Trust Chief Operating Officer

## Version History | For official use only

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1	13/04/2018	Creation	Clare Lennon