

SUBJECT ACCESS REQUEST

Introduction. This form is the recommended means of making what is known as a Subject Access Request (SAR) under data protection legislation. A SAR is intended to enable you to find out what information, if any, The Worshipful Company of Broderers or the Broderers' Charity Trust ('the Company') are holding or are processing that relates to you.

This form is made up of 7 Sections. Either Section 1 or Section 2 should be completed, plus the remaining sections:

- **Section 1: Applying for Your Own Personal Records** *or*
- **Section 2: Making an Application on Behalf of The Data Subject** *plus*
- **Section 3: Proof of Identity.**
- **Section 4: What Information Do You Require?**
- **Section 5: Helping Us to Find the Information.**
- **Section 6: Dispatch Details.**
- **Section 7: Declaration.**

Please only complete the relevant parts.

Making the SAR. Please return your completed application form to:

clerk@broderers.co.uk; or

Send a letter to:

The Broderers' Clerk
Orchard House
Vicarage Lane
Steeple Ashton
Wiltshire BA14 6HH

Section 1: Applying for Your Own Personal Records. If you wish to apply for copies of your own records, please complete the following details. In order to protect the privacy of the individual whom this request is about and in line with the requirements of the Data Protection Act/ GDPR(18), the Company is keen to ensure it locates the records and information only relating to the person (data subject) of this request. We would be grateful if you could supply the information outlined below both to help verify your identity and to assist the search.

Title: _____

Surname: _____

First Name: _____

Former Surname (if applicable) _____

Date of Birth: _____

Gender (Male/Female): _____

Telephone Number (day): _____

Email Address: _____

Home Address: _____

Postcode: _____

If the you have been known by a different name or have lived at a different address during the period to which the information required relates, please give details below (please add further addresses as required):

Name: _____ From (date): _____ To (date): _____

Address: _____

Postcode _____

Section 2: Making an Application on Behalf of The Data Subject. On certain occasions it may be appropriate for someone else to make an application on behalf of someone else (the data subject), most likely on behalf of a deceased person. In this case we need to verify this is legally allowed, so there are some additional questions

Making an Application Concerning a Deceased Person. Although the Data Protection Act only considers living people, the Company believes that it has a duty to care to our former members who have died. Consequently, we will normally only release information to a next of kin or very close relative, or a third party (e.g. solicitor) acting on behalf of the deceased. We therefore will seek to verify if it is appropriate to release some or all of a deceased members personal records. If the Company is unaware of the death we will request a copy of the death certificate.

Please complete the details below. Also, please state your relationship to the data subject (e.g. next of kin, solicitor, etc.)

Your full name _____

Your address _____

Post code _____

Contact telephone number _____

Email address _____

Relationship to the Subject: _____

Section 3: Proof of Identity. It is necessary to confirm the identity of **all** parties included on this form. Please supply a photocopy of **one** document from each of section A and B.

A. Confirmation of name:¹

- Full driving licence
- Passport
- Birth certificate or
- Marriage certificate.

B. Confirmation of address (from last 3 months):

- Utility bill
- Bank statement
- Credit card statement
- Benefit book or
- Pension book.

I am providing the following types of identification, which are attached to this document.

A. Confirmation of name

B. Confirmation of address

Section 4: What Information Do You Require? Please detail here the information you require from the Company:

¹ Where there has been a change of name we will require evidence of the name for which the information is being sought e.g. a birth certificate will not be considered as evidence for searches on a married name.

Section 5: Helping Us to Find the Information. Please use the space below to provide further details that may help to locate the information you are seeking. Please supply as much detail as possible such as:

- For personnel records – names of individuals who you believe may hold personal data relating to yourself/third party and
- Any other details you may feel have relevance e.g. relevant dates etc.

Section 6: Dispatch Details. Please indicate where you would like your records dispatched to (please select one option):

- I am the data subject and would like my records to be dispatched to my home address/ email as detailed in Section 1 above.
- I am acting on behalf of the data subject and would like the records dispatched to the address/ email as detailed in Section 2 above

Section 7: Declaration.

I confirm that the information that I have supplied in this application is correct, and I am the person to whom it relates, or I am acting on behalf of the data subject and have enclosed the relevant authority as detailed in section 3.

Data Subject

Signature: _____ Date: _____

PRINT NAME _____

Person making a request of behalf of the Data Subject

Signature: _____ Date: _____

PRINT NAME _____

The Company will provide any requested information electronically if an email address is supplied. Where possible, documents will be password-protected.

Please note that information posted by special delivery will require a signature upon receipt. However, if the Royal Mail are unable to deliver to the address given and need to return the documentation to the Company this will be returned by normal post (i.e. not under confidential cover).

Your Checklist

- Is your contact information correct?
- Have you enclosed acceptable identification?
- Have you signed the form?
- Have you completed all the relevant sections?