

SUBJECT ACCESS REQUEST

Part 1 – Person that the information relates to (the individual):

*Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other.....
*Full name	
Former name by which you may be known to in the Society's records	
*Current Address (incl. postcode)	
Previous Address (incl. postcode)	
*Email	
*Telephone number	
*Date of Birth	
Please indicate your relationship to the Society e.g. Volunteer, Member, Trustee, Other	

To verify the individual's identity, we need to see two pieces of identification. Select one from list A and one from list B. One of these must be identification with a photo.

Please indicate which ones you are supplying.

List A	List B
<input type="checkbox"/> Driving Licence	<input type="checkbox"/> Utility Bill showing current home address (no more than 3 months old)
<input type="checkbox"/> Passport/Travel document	<input type="checkbox"/> Bank Statement or Building society Book (no more than 3 months old)
<input type="checkbox"/> Birth Certificate	

Please DO NOT send original copies in the post. Photocopies or scanned copies are acceptable and can be attached to this request or emailed to terry.cavender@buckinghamcanal.org.uk

Part 2 – Is the requested information about you (are you the individual)?

No, the information is not about me (go to part 3) Yes, the information is about me (go to part 4)

Part 3 – Person (agent) acting on behalf of the individual:

*Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other.....
*Full name	
Company	

*Current Address	
*Email	
*Telephone number	
What is your relationship to the Individual? (e.g. parent, carer, legal representative)	
Please note, that we cannot provide you with the information requested unless you provide the above details. If you are acting on behalf of the Individual, you must submit their written authority. Photocopies or scanned copies are acceptable and can be attached to this request or emailed to terry.cavender@buckinghamcanal.org.uk	

Part 4 – Details of information being requested:

Please explain in as much detail as possible the information you want. Such as, which departments at the Society you have been in touch with, periods of time or incidents that interest you. Relevant details such as: old address, names of previous contacts or file reference numbers can also be useful. If necessary, please continue on a separate page.

Period Date of interest	From:	To:

Part 5 – Possible fee.

There is normally no fee for a right of access request. However, please be aware that Buckingham Canal Society is permitted to charge a reasonable fee when a request is deemed manifestly unfounded or excessive. If it is particularly repetitive or is requesting further copies of the same information. Buckingham Canal Society will notify you if it considers that a fee is payable due to the nature of your request. If a fee is required, your request will not be actioned until payment is received. Under the General Data Protection Regulation, Article 12 (5).

Part 6 – Disclosure of the information.

What is your preferred method of being contacted?

☐ Email

☐ Post

By Other (please specify)

Part 7 – Declaration.

I can confirm that the information given on this form is true. I understand that Buckingham Canal Society is obliged to confirm proof of identity/authority and that it may be necessary to obtain further information to comply with this request and that the one month period in which Buckingham Canal Society must respond to my request under the Data Protection Legislation only commences when reasonable inquiries to confirm my identity are completed. I understand that applicable law may allow Buckingham Canal Society to refuse to act on my request.

☐ Tick this box to confirm

Signed.....

Date:.....

Warning – any person who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution.

Part 8 – Before submitting this form, please check that you have:

Enclosed proof of the identity of the individual– see part 1

Enclosed proof of authority to act on behalf of the individual (if appropriate) – see part 3

Given enough details for us to locate the information you seek – see part 4

Completed the declaration – see part 7

Completed all relevant sections of the form - (part 3 only to be completed if acting as an agent)

Please submit this form and accompanying documents to

terry.cavender@buckinghamcanal.org.uk

Or by post to: Terry Cavender, 7 Buckingham Road, Akeley, Buckingham, MK18 5HL

Subject Access Request Form - Office use only

Date request received

Has the Identity been checked?

☐ YES

☐ NO

**Type of document used to establish ID e.g.
passport, driver's licence**

Type 1:

Type 2

Type 3:

Was any data processing restricted?

☐ YES

☐ NO

**Reason for personal data processing
objection:**

**Was the individual informed of the reasons
for personal data processing objection?**

☐ YES

☐ NO

Further Comments

Signed:

Role