## Place2Be Data Protection Enquiry (Often known as Subject Access Request)

The Data Protection Act and General Data Protection Regulations (GDPR) 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 see any data Place2Be holds about you.**

The statutory time period for compliance is calculated from receipt of a valid request. For requests received prior to 25th May 2018 the period is 40 calendar days. After 25th May 2018 the period is one calendar month, which can be extended by a further two months where requests are complex or numerous.

Place2Be holds personal records in different parts of its organisation and on different machines. To assist us to provide the information you require, please answer the following questions:

1. **Your details**

|  |  |
| --- | --- |
| **Name:**  (Please list first name, middle name, surname or any previous name which may be relevant) | |
| **Title:** Mr/Mrs/Ms/Miss/Other (please state) | **Date of Birth**: |
| **Please state any other names which you may have been known by:** | |
| **Contact telephone number:** *(this will assist us if we need to clarify any information)* | |
| **Email address:** | |
| **Current address:** | **Connection with Place2Be (If applicable)**  **Current Employee: Yes/No**  **Current Volunteer: Yes/No**  **Previous Employee: Yes/No**  **Previous Volunteer: Yes/No** |
| **Please detail any other information that may be relevant to your request:** | |

1. **Whose information are you seeking?**

|  |  |  |
| --- | --- | --- |
|  | **Please Tick** |  |
| My own |  | Go straight to section 4 |
| Someone else’s |  |  |
| Both mine and someone else’s |  |  |

**NB**

**Making a request on behalf of someone else**

An individual may authorise any other person e.g. a relative or solicitor, to make a subject access request on their behalf. In most cases we will need written authority from the data subject and a copy of their proof of identity.

**Making a request for a child’s information**

Please note that parents have no automatic right of access to their children’s files. Where a child is of sufficient age and maturity to understand the request and provide informed consent, we may need to contact them to discuss whether they are happy to proceed. In all cases, disclosure of information would take place only if it is in the best interests of the child.

1. **If you are requesting information on someone else’s behalf, please provide their details and authorisation below**
2. **Their contact details**

|  |  |
| --- | --- |
| **Their name:**  (Please list first name, middle name, surname or any previous name which may be relevant) | |
| **Title:** Mr/Mrs/Ms/Miss/Other (please state) | **Date of Birth**: |
| **Contact telephone number:** *(this will assist us if we need to clarify any information)* | |
| **Current address:** | **Connection with Place2Be (If applicable)**  **Current Employee: Yes/No**  **Current Volunteer: Yes/No**  **Previous Employee: Yes/No**  **Previous Volunteer: Yes/No** |

1. **Written authority**

If an agent is acting on your behalf, then please complete the following:

|  |
| --- |
| I,  (name of user of services) |
| authorise  (name of person acting on your behalf)  to seek access to personal information held by Place2Ber |
| I declare that this authorisation was freely given.  Signed:  (user of service)  Date: |

1. **What information are you requesting?**

To help us locate any personal information which we hold please supply all relevant information below.

|  |
| --- |
| **Please indicate the information you require:** |
| **Any dates (where relevant) to the information being requested:** |

1. **Proof of Identity**

To confirm that you are entitled to see this information, please enclose:

A photocopy or scan of your:

* Passport; or
* Driving licence; or
* Birth certificate

**AND**

A photocopy or scan of:

* A recent bank statement (with full address) dated within the last 3 months; or
* A recent utility statement (with full address) dated within the last 3 months; or

NB If you are acting on behalf of the data subject you are still required to provide the above documentation on their behalf.

1. **Declaration**

Section 170 of the Data Protection Act 2018 – ‘Unlawful obtaining of personal data’

A person must not knowingly or recklessly, without the consent of the data controller:

1. Obtain or disclose personal data or the information contained in personal data, or
2. Procure the disclosure to another person of the information contained in personal data.

A person who contravenes section 170 of the Data Protection Act 2018 is guilty of an offence.

Where I am obtaining information on behalf of a named person, I declare that I will not disclose any information that I am supplied with other than to the person whose behalf I am acting, unless they give me their express permission.

**Signed:**

**Date:**

*For official use:*

Date stamp:

Confirmation of identity checked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form to be sent to the Data Protection Officer, Place2Be, 175 St John Street, London, EC1V 4LW**