

Subject Access Request

This form is for any person who wishes to apply for access to personal data held by Age UK Blackburn with Darwen. Please read the Subject Access Request guidance notes below before completing this form.

Note: this is not a mandatory form, Subject Access Requests made in other formats will also be accepted, but this form is designed to speed up the process.

Subject Access Request Guidance

Please read before filling in the Subject Access Request Form

Which sections should I complete?

Sections 1, 2, 3, 4 and 5 should be completed for all applications.

Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative) should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

Section 3 (Proof of the applicant's identity) - If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

This form is designed to assist the process of making a subject access and, as a consequence, may speed the process up; but it is not mandatory, all subject access requests made in other formats will also be processed.

What information will help with the processing of my subject access request?

Identification of relevant records will be easier if you can provide any references/correspondence issued by Age UK Blackburn with Darwen.

If you cannot provide us with satisfactory proof of identity, your application will be rejected.

What information does Age UK Blackburn with Darwen hold?

Age UK Blackburn with Darwen holds information relevant to the conduct of its functions which will include, but not be restricted to, personal information about referrals made by you or for you, and any other action undertaken; personal information about your employment; or personal information about your volunteering as applicable. However, some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies.

How long will it take to get my data?

Once we have verified your identity and are satisfied that you meet the criteria for disclosure of data under current Data Protection regulations, and have provided sufficient information, you will receive a response within 30 days from the date that we accept your application for processing.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker disclosure.

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

General Notes

1. We will not acknowledge your application in writing but we will be in touch within 3 working days to progress the request.
2. The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible. However, records may also include third party information that we cannot release to you under current Data Protection regulations, e.g. another person's data, so this is removed.
3. We will not disclose information by fax or telephone. Disclosure by post is usually made by first class post to the address you provide in section 2 or, if appropriate, to your representative named in section 6.

Checklist

- Have you completed all relevant sections of the form?
- If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?
- Have you enclosed two pieces of identification from the lists in Section 3 (one from each of A and B)?
- If you are submitting the form yourself, have you signed the declaration in Section 5?
- Have you provided as much information as possible to enable us to find the data you require?

Please send your completed form and proof of identity to:

Disclosure of Information
Age UK Blackburn with Darwen
4 King Street, Blackburn, BB2 2DH

Tel: 01254 266620

Email: data@ageukbwd.org.uk

Subject Access Request

Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Title (please state):
Forename(s):					
Surname:					
Other name(s) known by:					
Date of Birth (dd/mm/yyyy):/...../.....			Male <input type="checkbox"/>	or Female <input type="checkbox"/>

Section 2 – Applicant Details

Current Address:			
Postcode			
Daytime Telephone No:			
Email Address:			
Previous Address:			
Postcode:			

Section 3 – Proof of the applicant’s identity

In order to prove the applicant’s identity, we need to see two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or travel pass

List A (photocopy of one from below)

List B (plus one original from below) *

Passport	<input type="checkbox"/>	A letter sent to you by Age UK BwD	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Buss pass or other travel pass	<input type="checkbox"/>	Bank statement	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

* Any original documents you send to us will be returned by first class post

Subject Access Request

Section 4 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Age UK Blackburn with Darwen may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:
-------------------------	-------

Section 6 – Representative Details

(If completed, Age UK Blackburn with Darwen will reply to the address you provide in this section)

Name of Representative:	
Relationship to data subject:	
Address & Postcode:	
Daytime Telephone No:	
Email Address:	

Subject Access Request

Section 7 – Proof of the Representative’s identity

Please provide two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

Please **DO NOT** send an original passport, driving licence or travel pass

List A (photocopy of one from below)

List B (plus one original from below)

Passport	<input type="checkbox"/>	A letter sent to you by Age UK BwD	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Buss pass or other travel pass	<input type="checkbox"/>	Bank statement	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Section 8 – Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

I hereby give my authority for the representative named in Section 6 of this form to make a Subject Access Request on my behalf under current Data Protection regulations.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

Section 9 – Timescale

If you have specific reasons for requiring data by a specific date please give details below:

(a) Date required:
(b) Reason (please state and supply supporting evidence):

Last reviewed May 2023

Next review due May 2025

S:\General\Organisational\Data Protection\Data Request Forms\subject access request form.docx