

DATA SUBJECT ACCESS REQUEST FORM

Version 4	June 2022
Agreed by SMT	June 2022
Review date	June 2024

Important Information

We are Age UK East London (“the Company”), registered in England as a private Limited Company by guarantee without share capital use of 'Limited' exemption under No. 07687015 and as registered as charity No.1144535.

We collect, hold, and process certain personal data about our employees, clients, donors, suppliers, volunteers and others (“data subjects”).

As a data subject, you have a legal right, under UK Data Protection Legislation to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long we hold your personal data;
- Details of your rights under the data protection legislation including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

No fee is payable under normal circumstances. We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based on our administrative costs in responding.

Please complete the required information on the attached form and return it to us by email or post addressed to:

Post: Data Protection Officer, 82 Russia Lane, Bethnal Green, London E2 9LU

Email: dataprotection@ageukeastlondon.org.uk

This form is designed to make the handling of your Subject Access Request (SAR) as efficient and speedy as possible. However you do not have to use this form and may instead write to us using the same contact details.

After receiving your SAR, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

We will respond to SARs within one month of receipt and aim to provide all required information to you within the same period. If we require more time for proof of ID, or if your request is unusually complicated, we will inform you accordingly.

Note: If you are making a subject access request on someone else’s behalf, please contact us as above before making your request.

Your Details	
Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	
Information Being Requested	
Please provide specific details (along with any relevant dates) of the data being requested and any additional information that could help us locate your personal data and/or confirm your identity.	
By completing this form, you are making a subject access request under UK Data Protection Legislation for personal data collected, processed, and held about you by us that you are entitled to receive.	
Declaration	
By signing below, you confirm that you are the data subject named in this Data Subject Access Request Form. You warrant that you are the individual named and will fully indemnify Age UK East London for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal data from anyone else, including members of your family.	
Name	
Signature	
Date	


Implementation and Review

- This Form shall be deemed effective as of 27th June 2022. No part of this document shall have retroactive effect and shall thus apply only to matters occurring on or after this date.
- This document will be updated as necessary in line with current legislation and to reflect current best practice and official guidance.
- This document will be reviewed regularly and normally at least every two years.

- The latest version of this document will be made readily available to all Staff and other relevant parties.

Approval

This document has been approved and authorised by:

Name:	Geetha Umaasuthan
Position:	Director of Finance and Operations
Date:	27/06/2022
Due for Review by:	26/06/2024
Signature:	

Change history

Version	Section	Issue(s)	Change(s)	Approval	Date
4.0	All	Review	Minor	DPO	24/06/2022
3.0	All	New Data security and Protection Framework	Multiple		