

Request for access to personal data

 (Subject Access Request)

1. YOUR DETAILS

|  |  |
| --- | --- |
| Surname:  | Forename(s):   |
| Former surname(s) (where relevant):   |
| Postal address:    |
| Daytime telephone:  | Email:  |
| Preferred method of receiving your personal data (method used may depend on quantity/file size): Email [ ]  Post (Royal Mail Signed for delivery) [ ]  |
| Date of birth (for identification purposes only):   |
| Please indicate your relationship with Age UK Leeds:   Current staff [ ]  Former staff [ ]  Volunteer [ ]  Client [ ]  Other (please specify below): [ ]    |
| If current/former staff member or volunteer, please give project(s) / service(s) and dates:   |
| If client, please give details:  |

1. DATA REQUESTED

Please describe the data which you are seeking as precisely as you can. Continue on a separate sheet if necessary:

1. SIGNATURE

I certify that I am the person named on this form and that I wish to be provided with the data which I have specified relating to myself under the Data Protection Act 1998. I will not publish any data which is supplied to me without prior permission from AUKL or the copyright owner (if copyright is not owned by AUKL), except where permitted by law.

Name or Signature: Date:

1. PROOF OF IDENTITY

Please supply a photocopy (not originals) or scan/digital image (if sending by email) of one of the following:

* + The pages which identify you in your passport;
	+ Your driver’s license.

Please send your form and proof of identity to: iain.anderson@ageukleeds.org.uk or

Chief Executive Officer

Age UK Leeds

The Bradbury Building

Mark Lane

Leeds, LS2 8JA

If you are having any problems completing this form or supplying a form of ID then please contact AUKL on 0113 389 3000.

1. DATA PROTECTION STATEMENT

The data gathered in this form will be used to process your request for personal data under the Data Protection Act. It will be held by AUKL’s Chief Executive Officer and Information Governance Lead, and may be transferred to other parts of AUKL for the purposes of verifying your identity or processing your request for data. The data will be held for seven years from the date when we respond to your request, unless your request forms part of an ongoing case, in which case the data will be kept for as long as necessary.

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|  Reference number: Date form received: Date ID received:  | STAFF USE ONLY  |