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**Individuals’ Rights Request – Application Form**

General Data Protection Regulation- Individuals’ Rights Request – Application Form

The General Data Protection Regulation (GDPR) gives you enhanced rights over the information we hold about you and **Age UK Leeds** must respond to you within one calendar month outlining what action we have taken. This includes a requirement to inform you where we are prevented from complying with your request for legal reasons.

If you wish to exercise one or more of you your rights, please complete all relevant sections of this form. The information we ask for in this form, is necessary to enable **Age UK Leeds** to process your request. We may need to contact you again to verify your identity or request further information needed to help us in our search.

Please note we have a separate Data Subject Access Request form should you wish to make a request for copies of your information. This can be found on our Data Protection page on **Age UK Leeds** website.

**Your details** (*please write in block capitals*)

|  |  |
| --- | --- |
| **Name:**  (Please list first name, middle name, surname or any previous name which may be relevant) | |
| **Title:** Mr/Mrs/Ms/Miss/Other (please state), Prefer not to say | **Date of Birth**: |
| **Contact telephone number:** *(this will assist us if we need to clarify any information)* | |
| **Current address:** | **Previous address:** *(if lived at current address for less than 3 years)* |

**Please continue to the next page**

**Please outline which of the Rights you are exercising**

|  |  |
| --- | --- |
|  | **Please Tick** |
| The right to rectification (correct or update information) Please ensure you have provided evidence where required. |  |
| The right to erasure (you would like us to delete your information) |  |
| The right to restrict processing (limit how we’re using your data) |  |
| The right to data portability (copy or transfer your data from one IT environment to another; this only applies where you have consented to us processing the data or we are doing so under a contract) |  |
| The right to object (you do not want us to process your personal data) |  |
| The rights in relation to automated decision-making and profiling (our privacy notice outlines where we are using data in this way) |  |

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

An individual may authorise any other person e.g. a relative or solicitor, to exercise one of the rights 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 rights over their children’s personal data. 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, actions will only take place if it is in the best interests of the child.

If you are requesting information on someone else’s behalf, please provide their details and authorisation below

**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), Prefer not to say | **Date of Birth**: |
| **Contact telephone number:** *(this will assist us if we need to clarify any information)* | |
| **Current address:** | **Previous address:** *(if lived at current address for less than 3 years)* |

**Please continue to the next page**

**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 **Age UK Leeds** |
| I declare that this authorisation was freely given.  Signed:  **(user of service)**  **Date:** |

**Details of your request**

To help us manage your request please supply all relevant information below.

|  |  |
| --- | --- |
| **Please outline the relevant information to help us process your request. This includes all changes to information; or outlining what data you want to be deleted; or outlining why you want to restrict the data we are processing; or why you object to your data being processed. Please be as clear as you can to help us facilitate your request.** | |
|  | |
| **Please list the information which you believe it is held:** | |
|  | |
| **Any relevant references (system):** | **Any relevant account numbers:** |
|  |  |

**Proof of Identity**

To confirm that you are entitled to make this request, please enclose:

A photocopy of your:

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

AND

A copy 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

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

If you are asking us to change your name you will need to provide a copy of:

* Photographic ID
* Your marriage, decree absolute or Deed poll certificate
* A letter addressed to the name you wish to be known by

**15. 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:

d) Obtain or disclose personal data or the information contained in personal data, or

e) Procure the disclosure to another person of the information contained in personal data.

f) 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:……………………………………………………………………………………………..**

**Fee**

There is no charge for making a Rights request.

**Submitting your application form**

**Before you submit your form, please ensure that you have:**

* Completed all the relevant sections
* You have signed the declaration
* You have enclosed the relevant forms of identification
* You have ensured the written authority section has been completed by the data subject (where applicable)

**You can return your completed form via post or email to:**

Post: Age UK Leeds, Bradbury Building, Mark Lane, Leeds, LS2 8JA

Email: info@ageukleeds.org.uk

**Privacy Information**

The information you provide in this form will be used for the purposes of your Individuals’ Rights Request. All data is held securely and will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. In order to satisfy your request we will share the information you have provided with other services in **Age UK Leeds** and may share it with third parties that process services on our behalf. We will retain this form and all associated information gathered to process and respond to your request for three years following our response. For further details please visit our privacy notice: [Age UK Leeds | Privacy policy](https://www.ageuk.org.uk/leeds/privacy-policy/)