**SUBJECT ACCESS REQUEST FORM**

*Under the UK General Data Protection Regulation (UK-GDPR) and Data Protection Act 2018, you have the right to ask an organisation whether they are using or storing your personal information. You can also ask them for copies of this information, both verbally or in writing. This form will assist you in providing us with the information that would enable us to identify you in our records. You will need to provide evidence of identity for this process to start. If the information contains details of another person, we may need to seek their consent before we can provide this information to you. Further details about subject access requests can be found on the* [*ICO website.*](https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/)

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name: |  |
| Address:  Postcode: |  |
| Telephone Number: |  |
| Date of birth |  |
| Relationship to Barnardo’s (delete all not applicable) | Service User/Supporter/Donor/Staff (Employee/Volunteer)/Other (please specify) |
| Donor number (if relevant) |  |

**2. ARE YOU THE DATA SUBJECT (i.e. the person about whom the information is held)?:**

|  |  |
| --- | --- |
| **Yes:** | If you are the Data Subject:  Please complete and return this form along with scanned evidence of your identity, e.g. driving licence, birth certificate or a recent utility bill in your name and address.  **Service User / Children’s Services Request** – *please refer to covering letter/email for contact details*  **Donor / Supporter Requests** - *supporterrelations@barnardos.org.uk*  **Employment information** – *Your local People Team advisor/volunteer coordinator*  **All other requests *–*** *The Data Protection Officer, dpo@barnardos.org.uk*  ***(Please go to question 5)*** |
| **No:** | If you are acting *on* behalf *of* the Data Subject with their written authority:  Please complete and return this form along with the written and signed authority of the data subject to the relevant person above.  **(*Please complete all of the following questions*)** |

**3. DETAILS OF THE DATA SUBJECT *(if different to those given in question 1)***

|  |  |
| --- | --- |
| Name: |  |
| Address:  Postcode: |  |
| Telephone Number: |  |
| Date of birth |  |
| Relationship to Barnardo’s (delete all not applicable) | Service User/Supporter/Donor/Staff (Employee/Volunteer)/Other (please specify) |
| Donor number (if relevant) |  |

**4. RELATIONSHIP TO DATA SUBJECT***(Please briefly describe your relationship with the Data Subject about whom you are making this request for information, e.g. Legal Advisor, Spouse, etc. Please provide supporting evidence.)*

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**5. INFORMATION REQUIRED:***(Please be as specific as you can in describing the information you would like to obtain in order to help us to identify the data you require. For example, “Information relating to support provided by a Barnardo’s service between 2012 and 2014”)*

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**DECLARATION**

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| *I certify that the information given on this application form is true and that any attempt to mislead, may result in legal proceedings against me. I understand that it is necessary for the organisation to confirm my/the Data Subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct information. I understand that the response period of one month, stipulated in the Act, will not commence until Barnardo’s is satisfied upon these matters. Furthermore, I understand that the response period may be extended depending on the nature and scope of the request made.* |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print name:** |  |
| **Date:** |  |

*Subject access request checklist:*

* *Have you included evidence of your identity?*
* *Have you included evidence of the Data Subject’s identity (if different from above), evidence of your relationship with them and their written consent?*