Right of Access - Data Request Form

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (GDPR)

We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist. We will endeavour to respond promptly and in any event within one month of the latest of the following:

* Our receipt of your written request
* Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

# Section 1

### Details of the person requesting information

| **TITLE** |  |
| --- | --- |
| **FIRST NAME(S)** |  |
| **SURNAME** |  |
| **PHONE NUMBER** |  |
| **EMAIL ADDRESS** |  |
| **ADDRESS** |  |
| **PREVIOUS ADDRESS** |  |

Section 2

### Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

* **YES:** I am the data subject. I enclose proof of my identity

(Please see below, then go to section 4)

* **NO:** I am acting on behalf of the data subject

I have enclosed the data subject’s written authority and proof of the data subject’s identity and my own identity

(Please see below then go to section 3)

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

1. Proof of Identity Passport, photo driving licence, national identity card, birth certificate.
2. Proof of Address Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

| **I am enclosing the following copies as proof of identity** | |
| --- | --- |
| **Birth Certificate** |  |
| **Driving Licence** |  |
| **Passport** |  |
| **An official letter to my address** |  |
| **If none of these are available** | Please contact us via [office@rootsandshoots.org.uk](mailto:office@rootsandshoots.org.uk)  or call 02075 871 131 |

Section 3

### Details of the data subject (if different from section 1)

| **TITLE** |  |
| --- | --- |
| **FIRST NAME(S)** |  |
| **SURNAME** |  |
| **PHONE NUMBER** |  |
| **EMAIL ADDRESS** |  |
| **ADDRESS** |  |
| **PREVIOUS ADDRESS** |  |

# Section 4

### What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

| **Current / Former Student Records**  If you are, or were a student at Roots and Shoots and are seeking personal information in relation to your education records at roots and shoots, please provide approximate dates of study, including start and end dates. | |
| --- | --- |
|  | |

| **Employment records**  If you are now, or have been employed by roots and Shoots and are seeking personal information in relation to your employment please provide your approximate dates of employment. | |
| --- | --- |
|  | |

| **Personal Information**  If you are not a current / former student or member of staff and only want to know what information is held in specific records, please indicate in the box below.  Please tell us if you know in which capacity the information is being held, together with any names or dates you may have.  If you do not know exact dates, please give the year(s) that you think may be relevant. | |
| --- | --- |
|  | |

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with legislation, not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

# Section 5

### Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

* Why we are processing your personal data
* To whom your personal data are disclosed
* The source of your personal data

# Section 6

### Disclosure of CCTV images

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images in person, on site at Roots and Shoots?

* YES
* NO

Note:

* CCTV footage is held for no longer than 30 days before a data request is made.
* We may not be able to share footage if other people can be seen in it.
* We may refuse your request if sharing the footage could put an ongoing criminal investigation at risk.

# Section 7

### Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Roots and Shoots is true.

I understand that it is necessary for Roots and Shoots to confirm my / the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

| **PRINTED NAME** |  |
| --- | --- |
| **SIGNED** |  |
| **DATE** |  |

I wish to:

* Receive the information in electronic format
* Receive the information by post\*
* Collect the information in person
* View a copy of the information only
* Go through the information with a member of staff

\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

**Documents which must accompany this application**

* Evidence of your identity (see section 2)
* Evidence of the data subject’s identity (if different from above)
* Authorisation from the data subject to act on their behalf (if applicable)

# Correcting Information

If after you have received the information you have requested you believe that:

* The information is inaccurate or out of date
* We should no longer be holding that information
* We are using your information for a purpose of which you were unaware
* We may have passed inaccurate information about you to someone else

Then you should notify our Data Protection Officer as soon as possible.

# Returning This Form / Contacting Us

**Post**

Data Protection Officer, Roots and Shoots, Walnut Tree Walk, Kennington, London, SE11 6DN

**Email**

Data Protection Officer: [office@rootsandshoots.org.uk](mailto:office@rootsandshoots.org.uk)

**Phone**

02075 871 131