

Annex A : Subject Access Request Form

The Data Protection Act 2018 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide proof of your identity. Your request will be processed within thirty (30) *calendar days* upon receipt of a fully completed form and proof of identity.

Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two (2) documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change. We may contact you to confirm that this request was made

Administration fee:

Heartlands Community Trust's policy is not to charge for Subject Access Requests (except where the conditions in section 9.8 prevail)

Section 1

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other – (please state)
Surname/Family Name:
First Name(s)/Forename:
Date of Birth:
Address :
Postcode:
Previous Address:
Postcode
Day Time Telephone Number:
Email:

I am enclosing the following two (2) copies as proof of identity:

Birth certificate Driving Licence Passport An official letter to my address

If none of these are available please contact the Data Protection Officer on 020 8826 1230

Personal Information

Please use the space below to provide further details to help locate the information sought. For example, the Trust school, specific documents or information that you are seeking; department if known, the areas of the school records that you wish this subject access request to cover; the name of the person who may have created or had access to the information, if known; and any relevant time periods. Please be as precise as possible and provide dates of interest to be covered by this subject access request.

Details:

Employment records

If you are now, or have been employed by the Trust and are seeking personal information in relation to your employment please provide details of your Staff number/Programme/Pool/Dates of employment.

Data Subject Declaration :

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Heartlands Community Trust is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

OR

Authorised person – Declaration (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject. I understand that Heartlands Community Trust is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

Your Checklist

Is your contact information correct?

Have you enclosed acceptable identification?

Have you signed the form?

Have you completed all the sections?

Have you provided accurate detail to enable us to find the information?

SAR Checklist- for Heartlands Community Trust

Date of application received

Information found

Identification (1) details

Application complete

Identification (2) details

Information sent by post

Application signed

Submission

When you have completed the form, please send it together with your proof of identity to:

Attn: Leslie Boodram
The Data Protection Officer
Heartlands Community Trust
Station Road
London N22 7ST

Forms that are incomplete will be returned for the person to complete in more detail, together with an explanation for the form being returned to you.