

DATA SUBJECT'S RIGHT OF ACCESS

Application Form

You have a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf to obtain this information. Please complete the form below if you wish to obtain this information. You will also need to provide proof of your identity.

Proof of identity

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy (not originals) of two 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 and current address. If you have changed your name, please supply relevant documents evidencing the change.

Timeframes

Your request will be processed within one month upon receipt of a fully completed form and proof of identity.

Eastlands Trust will retain the information provided in this form and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with our Data Retention Policy, and will be disposed of in a safe and secure manner.

Eastlands Trust

Head Office: c/o National Squash Centre & Regional Arena,
Etihad Campus, Gate 13, Rowsley Street, Manchester M11 3FF

Company Registration no.: 03747112

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. Mrs. Ms. Miss Other –		
Surname/ Family Name:		
First Name(s)/Forenames:		
Date of Birth:		
Address:		
Post Code:		
Previous Addresses:		
Post Codes:		
Daytime Telephone Number(s)		

I am enclosing the following copies as proof of identity (please circle)			
Birth certificate	Driving Licence	Passport	An official letter to my address
If none of these are available please contact us for advice: 0161 974 7837			

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Personal Information

If you 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 the current name of the Team just tell us what you do know. If you do not know exact dates, please give the year(s) that you think may be relevant.

Details:

Employment records

If you are now, or have been employed by Eastlands Trust, and are seeking personal information in relation to your employment please provide details of your dates of employment.

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Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title: Mr. Mrs. Ms. Miss Other –
Surname/ Family Name:
First Name(s)/Forenames:
Date of Birth:
Address:
Post Code:
Day Time Telephone Number (s)

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I am enclosing the following copies as proof of identity (please circle):

Birth certificate Driving Licence Passport An official letter to my address

If none of these are available please contact us for advice: 0161 974 7837

What is your relationship to the data subject? (e.g. parent, carer, legal representative)

I am enclosing the following copy as proof of legal authorisation to act on behalf of the above named data subject (please circle)

Letter of authority Lasting or Enduring Power of Attorney

Evidence of parental responsibility Other (*give details in box below*)

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Section 3

Data Subject Declaration (to be completed if you are making the request in your own name)

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 Eastlands Trust is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this request.

Name:

Signature:

Date:

Authorised person – Declaration (if applicable – to be completed if you have completed Section 2)

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

Name:

Signature:

Date:

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

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I wish to (please circle):

Receive the information in electronic format (some files may be too large to transmit electronically and we may have to supply in CD 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'.

Please send your completed form and proof of identity to:

Data Subject Access Request

Eastlands Trust Head Office
National Squash Centre
Etihad Campus Gate 13
Rowsley Street
Manchester
M11 3FF

Next annual review date: 1st April 2019

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