**Data Subject Request Form**

Please complete this form if you want us to supply you with a copy of any personal data we hold about you. You are entitled to receive this information under the General Data Protection Regulation, which comes into effect on 25 May 2018.

We will provide you with the 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; or
* 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.

**Part 1: Details of the person requesting information**

|  |  |
| --- | --- |
| Full name: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |

**Part 2: Are you the Data Subject?**

Please tick the appropriate box and read the instructions provided.

**Yes**: I am the Data Subject. I enclose proof of my identity (see below)

***Please go to Part 4***

**No**: I am acting on behalf of a Data Subject. I have enclosed the Data Subject’s written authority and proof of the Data Subject’s identity and my own identity (see below)

***Please go to Part 3***

To ensure that we are giving the data to the right person we require that you 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 or both of the following:

* Proof of Identity (passport, photo driving licence, birth certificate)
* Proof of address (utility bill, bank statement, credit card statement – no more than 3 months old, current driving licence, local authority bill)

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

**Part 3: Details of the Data Subject (if different from Part 1)**

|  |  |
| --- | --- |
| Full name: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |

**Part 4: What information do you need?**

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

|  |
| --- |
|  |

Please note that if the information you request reveals details directly or indirectly about another person, we will have to get the consent of that person before we can let you see that information. In certain circumstances, were 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 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.

**Part 5: Information about the collection and processing of data**

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

Why we are processing your personal data

To whom your personal data are disclosed

The source of your personal data

**Part 6: 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 Return2Play is true.

I understand that it is a necessary for Return2Play 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.

**Signed** ………………………………………………………………….

**Date** ……………………………

Documents which must accompany this application:

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

Please return the completed form to:

Data Protection Officer

Return2Play

Bryden Johnson

Kings Parade

Lower Coombe Street

Croydon

CR0 1AA

Email: hello@return2play.org.uk

Telephone: 020 3773 1045

**Correcting information**

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

* The information is inaccurate or out of date; or
* We should no longer be holding that information; or
* 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 at once.

April 2018

