

**Subject Access Request Application Form**

**1. Details of the data subject (the person to whom the personal data relates)**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename(s)** |  |
| **Surname** |  |
| **Current Address**  **(including postcode)** |  |
| **Other names known by** |  |
| **Date of Birth** |  |
| **NHS number (if health data)** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Contact Method** | **Indicate if you would prefer contact to be made by:**  **Email**  **Post**  Note: be aware that email is not secure if correspondence includes person identifiable information |

If you (or the data subject you are acting on behalf of) has been known by a different name or lived at a different address during the timespan of your request, please give details below. This will help us to find all of the information you require.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Date From** | **Date To** |
| **Previous name(s)** |  |  |  |
| **Previous address(s)** |  |  |  |

**2. About yourself (please tick one)**

**I am the data subject of the information being requested**

**I am the data subject’s parent or guardian**

**I am the data subject’s legal guardian**

**I am the data subject’s power of attorney – attach a copy**

**I am acting on behalf of the data subject – attach their written authorisation**

**3. Your details (if different from 1. above):**

Only complete this section if you are making the request on behalf of someone else.

|  |  |
| --- | --- |
| **Title** |  |
| **Forename(s)** |  |
| **Surname** |  |
| **Current Address**  **(including postcode)** |  |
| **Telephone number** |  |
| **Email** |  |
| **Relationship to the subject** |  |
| **Contact Method** | **Indicate if you would prefer contact to be made by:**  **Email**  **Post**  Note: be aware that email is not secure if correspondence includes person identifiable information |

**4. Proof of identity**

To avoid personal data about one individual being sent to the wrong person, we need to be satisfied that we know the identity of the requester (or the person the request is made on behalf of).

In order to prove your identity, please supply us with copies of two the following documents, one to prove your name and one to prove your address\*:

Photocopied or electronic documents are best, or bring them in to show us.

|  |  |
| --- | --- |
| **NAME \*** | **ADDRESS \*** |
| Passport | A recent utility bill |
| Photo driving licence | A recent bank statement |
| Marriage certificate | A recent council tax statement |
| Birth certificate |  |

\* Please do not send us any original documents as we cannot guarantee their return.

**5. Details of what data is required**

Include as much information as you can about the information you are requesting: for example, dates; times; venues; specific documents or systems involved. This will help us identify the personal data you require.

For guidance, see <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/preparing-and-submitting-your-subject-access-request/>

|  |
| --- |
|  |

**6. Declaration**

The information that I have supplied in this application is correct, and I am the person towhom it relates or am the representative acting on their behalf. I understand that Dorothy House may need to obtain further information from me or my representative in order to meet this request.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

Please check that you have:

* Completed all the sections that you need to
* Signed the declaration
* Enclosed or shown us copies of the documents listed in section 4

Send the completed form to us using:

Mr T De Jaeger

Senior Information Risk Officer

Dorothy House Hospice

Winsley

Bradford on Avon

BA15 2LE

Email: [info.governance@dorothyhouse-hospice.org.uk](mailto:info.governance@dorothyhouse-hospice.org.uk)

Please ask if you require help to complete the form.