

Subject Access Request Form

Please refer to the guidance notes provided at the end of this form before completing it.

1. Your Details

Full Name:	
Title:	Date of Birth:
Current Address:	Previous Address if relevant:
Daytime telephone number:	
Email address:	

You will be asked to provide proof of your identity and address. Please see the guidance notes.

2. Whose information are you requesting? (please tick the relevant box)

- My own (please now go to section 4)
 Someone else's

3. If you are requesting someone else's information, whose is it? (please provide their details)

Full Name:	
Title:	Date of Birth:
Current Address:	Previous Address:
Daytime telephone number:	
Email address:	

Your relationship to this person: (please tick the relevant box) "I am the"

- Mother
 Father
 Other (please explain)

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You will be asked to provide proof of your entitlement to request information on someone else's behalf.

Subject Access Request Form

4. Details of the information you are requesting (please include any known reference/case numbers or specific identification details of the relevant documents).

5. **Proof of Identification and Entitlement**

Document(s) supplied as proof of entitlement (see note 4 in the Guidance notes).

Please describe what document(s) you are providing:

6. **How would you like the documents returned to you:**

- By email to the email address given in Question 1 (default option)
 By post to the address given in Question 1
 Other (please explain)

7. **Submitting the Request Form**

The completed Subject Access Request Form and supporting proof of identity should be sent to:

Data Protection Officer, seAp Advocacy, PO Box 375, Hastings, TN34 9HU

Signature of Applicant:	Date:
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For Internal Use Only:

Date Request Accepted:

Date Reply Sent (within 30-day deadline):

Subject Access Request Form

Guidance Notes

This form is provided to facilitate a Subject Access Request, no fee is charged although we reserve the right to charge one if a request is excessive or manifestly unfounded. Once received we will confirm receipt of your request and whether we hold any data on you, and aim to supply any relevant data within 30 days of your request.

1. Personal details

Please complete your personal details as requested and if these are likely to have changed since any information was recorded on you.

2. Details of the information you require

If the information you require is held in only one place you are requested to identify that place if you can, for example a case number or correspondence between certain organisations.

3. Proof of identification

Proof of name and address is required to ensure we only give information to the correct person. We require an original document showing current address, for example, a recent utility bill (less than 3 months old), bank statement (photocopies are not acceptable) showing your name **and** address. We will return by first class post. Your application may be delayed if you do not provide satisfactory identification.

4. Proof of entitlement

Under the Data Protection Act, only the data subject has a right to ask to see their own records. We normally expect the subject access request to be made by the data subject; all individuals aged 16 or over should make their own subject access requests if they have the mental capacity to make their own decisions (mental capacity as defined in the Mental Capacity Act 2005), unless they appoint someone else to make the subject access request on their behalf.

People making subject access requests on behalf of the data subject need to demonstrate that they have the right to do so.

For a person with mental capacity aged 16 or over proof of permission to make the subject access request – a signed letter or consent form from the data subject (we may contact the data subject for confirmation that we can release the information to you).

If the person is deceased then the reason for the request and proof of relationship or other evidence will be required such as a copy of the death certificate.

Subject Access Request Form

For a person making a subject access request on behalf of a person lacking mental capacity, then proof of a valid Lasting Power of Attorney, or an Enduring Power of Attorney or proof of Court-appointed Deputyship.

Further information or to send completed forms

If you have any questions relating to identification requirements or any other aspect of a subject access request, please contact the Data Protection Officer. Forms can be completed over the phone but you will need to send signed consent and proof of identification.

For further information or specific requests relating to this statement please contact:

Data Support Officer
seAp Advocacy
PO Box 375
Hastings
TN34 9HU

Tel: 0330 440 9000

E-mail: ict@seap.org.uk