

# Subject Access Request (SAR)

## Section 1 - Data Subject's details (mandatory)

You need to complete a separate form for each subject. The subject is the person whose information you are requesting.

It is recommended that you use this form when making your request as it is designed to capture all the information required. Please read all the Subject Access Request Guidance Notes at the back of this form.

Title:  (please tick one)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>  Other <input type="checkbox"/> [please state]	
Family/Surname Name[s]: as written in your passport [if you have one]		
First Names		
All other Name[s]/Date of Birth known by: underline the <u>Family</u> name		
Current Address	Postcode:	
Daytime Telephone number		
Email Address		
Previous Addresses		
Date of Birth: (DD/MM/YYYY)	...../...../.....	Sex:    Male <input type="checkbox"/> Female <input type="checkbox"/>

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Place and Country of Birth:		
Current Nationality:		
Any Previous Nationalities: (list all, with dates)		
Parent's full names and dates of birth: underline the Family name, if applicable.		
<p>Reference Numbers:</p> <p>Please list all reference numbers issued by NSEP CIC T/A Empowering-Communities.</p>	<p>NSEP CIC T/A Empowering-Communities Reference:</p> <p>Other references: [state context]</p>	

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### Section 2 - Details of information required. Please complete Part A or Part B. (mandatory)

Please note that NSEP CIC T/A Empowering-Communities does not hold personal information indefinitely. It may be that some information has been destroyed in line with our Data Retention policies, under UK DPA and EU GDPR.

#### Part A - Records Requested

Please tick the records you require. We will only send you the data that you have requested providing we hold this on our records.

Printouts from our computerised database - privacy data

Other (please state):

#### Part B Specific Data

If you have **not** ticked any of the boxes in Part A above, please specify the records you require. Please be aware that this will be the **only** information which you will be sent under this request.

### Section 3 – Representative’s Details (if relevant)

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Name of Representative and Company if applicable:	
Representative's reference:	
Representative's Address: <b>[The subject's data will be sent to this address]</b>	
Representative's Contact Details: 1. Phone: 2. E-mail: 3. Fax:	1. 2. 3.

**Section 4 – Declaration (mandatory)** To be signed by the person named in Section 1 or the person with parental responsibility/power of attorney for the person named in Section 1

I am the person named in Section 1. The information supplied in this request is correct.

or

I am the person named in Section 1. The information supplied in this request is correct. I request that my data be sent to the representative named at the address provided in Section 3.

or

I have parental responsibility/power of attorney for the person named in Section 1 (see guidance note H)

Signed: .....

Name [block capitals].....

Date: .....(See guidance note C)

**A person who impersonates another or attempts to impersonate another may be guilty of an offence. Your signature must match the one held on our records. Applications will be rejected where signatures do not match.**

**You must also enclose suitable identification or your request will be rejected.**

Please read guidance notes A and B.

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### Section 5 –Previous Subject Access Requests (if relevant)

**Please note** – this section only applies if we have provided a previous subject access request (SAR) disclosure for the person named in Section 1. SARs made within 6 months of each other may be declined.

Date of previous SAR:

Reference number of previous SAR:

Name previous SAR was made under:

### Section 6 - Additional information (if relevant)

Please provide details of any other relevant information:

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All information disclosed under a Subject Access Request (SAR) is a file copy; originals are not provided. Please note that a SAR cannot be processed without the subject's (person whose details are being requested) signature.

**[A] Identification?** From the 11<sup>th</sup> July 2016 all requests for a standard Subject Access Request must include a copy of photo identification which must also be certified by a solicitor with the words "I certify that this is a true likeness of Mr/Mrs/Miss/Ms [full name]" and include the name and signature of the solicitor making the declaration and the date the declaration was signed.

Copies of the following photo identification will be acceptable:

- Current passport
- Current driving licence
- Biometric Residence Card
- National Identity Card
- Travel document

Do not send original documents, we are only asking for copies to be authenticated by a solicitor. If you cannot provide a certified copy of any of the photo ID listed above we will accept a photograph certified by a solicitor as a true likeness.

**[B] Fee?** Under EU GDPR from 25 May 2018 no fee is applicable unless the request is significant in volume, then a nature where a reasonable administrative fee may be charged. Under current UK DPA rules, a fee of £10 may be charged.

**[C] Who is a representative?** A representative is usually a legal company who has been employed by you to deal with your legal matters. Organisations such as charities and advice centres can also be considered as representatives. In addition, anyone helping a friend or relative make a Subject Access Request because they are unable to take care of their own matters is also considered to be their representative. In all these instances, except if the applicant is a child or you have power of attorney, Section 4 of the form **must be signed** by the person whose information is being requested. **Please note from 11<sup>th</sup> July** the date the authority is signed must be no more than six months older than the date the subject access request is submitted.

**[D] Section 2 Part A** This section asks about the type of information required. If you find that you need information covered by more than one box then place a tick in each applicable box. If you are able to provide further details about the information you are requesting then please list this in Section 6 of this Form. If your query relates to an application made, then it would be useful if you could provide us with details of when the application was made and the outcome if possible.

**Section 2 Part B** This section asks about specific information required. If you have a specific request and are able to give details then please complete Part B. So for example, if you are requesting a particular letter then please give the name of the person or organisation the letter was addressed to or from and the date of the letter. Please note that a Subject Access Request disclosure is only a copy of your data held. A SAR does not provide documents which could be used as status letters.

**[E] Section 5** This information helps us to link any SARs that may have been made previously about the same person.

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**[F] Section 6** This section asks you to provide further details about the information you are requesting. If your query relates to an application it would be useful if you could provide us with details of when the application was made and the outcome if possible. The more information you provide the sooner we will be able to trace your information and provide you with the data you are seeking. The Company has 30 days from notification to respond to reasonable requests, and extensions are granted under EU GDPR for longer, normally an additional 30 days. Under current UK DPA rules, the response time is 40 days from request for an initially response if reasonable.

**[G] Why do we need reference numbers?** Identification of relevant records will be easier if you can provide us with any reference numbers you believe may help support your SAR.

**[H] What do I do if I want data which belongs to my spouse or my child/children or have a power of attorney? Under EU GDPR children are identified as “vulnerable individuals” and deserve “specific protection”.** For a spouse and any children from 16 years of age they should each complete their own application Form and enclose their own Form of Authority/ID. If making a request for a child under 16 years of age (some EU countries may drop this to age 13 for their subjects – if so state on request) or if you have a power of attorney from a friend or relative or you are a litigation friend, you must sign the form as the representative. Proof of parental responsibility, for example, a birth certificate or proof of the power of attorney/litigation friend must be provided in addition to the subject's own identification. We may ask for further documentation if necessary.

**Where shall I send my application form, Form of Authority/identification and who can I contact if I have any questions??**

Subject Access Request  
Riverside Business Centre,  
Riverside Road,  
Lowestoft, Suffolk, NR33 0TQ  
Tel: +44 (0)1493 858768  
Email: [support@empowering-communities.org](mailto:support@empowering-communities.org)

**What happens next?** If your request is valid we will acknowledge your request in writing and provide you with a reference number relating to your SAR and start processing your records. If your request is valid but we are unable to identify you we will advise you of this and close your request. We will also return your request along with any enclosures and fee. If you have sent us an invalid request, - e.g. without proof, or context, we will return your request along with any enclosures and advise you why your application has been rejected.

### Check list

- Have you completed all relevant sections of the form?
- Has the declaration been signed by the subject? (Person named in Section 1)
- Have you checked the address details? (Section 3)
- Have you enclosed photo ID (as per guidance note A)

