

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

1. Your Details

| | |
|--|-------------------|
| Name: (first names, middle names, surname) | |
| Mr / Mrs / Ms / Miss: | Date of Birth: |
| Current Address: | Previous Address: |

Daytime telephone number:

Email address:

You will be asked to provide proofs 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
- Both My own and Someone Else's

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

| | |
|--|-------------------|
| Name: (first names, middle names, surname) | |
| Mr / Mrs / Ms / Miss: | 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 below)

You will be asked to provide proofs of your entitlement to request information on someone else's behalf. Please see the Guidance notes

4. Details of the information you are requesting

5. Proof of Identification and Entitlement

Documents supplied as proof of **identity** (see note 3 in the Guidance notes):

- Recent (less than 3 months old) Utility Bill (original)
- Bank Statement (original)
- Passport **OR** Photo ID driving licence **OR** Wilberforce Trust Photo ID card
- Change of name document(s) if relevant

Document(s) supplied as proof of **entitlement** (see note 4 in the Guidance notes). Please describe what document(s) you are providing:

6. Submitting the Request Form

The completed Subject Access Request Form and supporting proof of identity and entitlement (if relevant) should be taken or sent to:

The Data Protection Officer (Katie Gill / Nicola Jolly)

The Wilberforce Trust. 49 North Moor Road, Huntington, York. YO32 9QN OR you can e-mail your request directly to

k.gill@wilberforcetrust.org.uk / n.jolly@wilberforcetrust.org.uk

| | |
|--------------------------------|--------------|
| Signature of Applicant: | Date: |
|--------------------------------|--------------|

For Office Use Only

Date Request Accepted:

Date Reply Sent (within 40 days of Request Acceptance):

Guidance Notes

General

1. Personal details

Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses with dates. Use a separate sheet of paper if required.

2. Details of the information you require

You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. If the information you require is held in only one place you should identify that place if you can, for example Wilberforce Head Office or a particular Service. You should also give any relevant reference numbers that might be used for you. These details are required to assist location of your information so you can be given a copy of everything held about you, as required by the Act.

3. Proof of identification

Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation, for example, a recent utility bill (less than 3 months old), bank statement (photocopies are not acceptable) showing your name **and** address. In some cases additional details such as a passport or photo ID driving licence may be required due to the sensitive nature of information held. Proof of change of name document(s), if relevant; release of financial, or health records will normally require this additional information.

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. We require one of the following proofs of this right:

a) A person making a subject access request on behalf of 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).

b) A person making a subject access request on behalf of a person lacking mental capacity aged 16 or over

For persons aged 18 or over, proof of a valid Lasting Power of Attorney or an Enduring Power of Attorney or proof of Court-appointed Deputyship.

5. Keep your documents secure

Always send important documents by recorded / special / registered delivery as appropriate or by bringing them to The Wilberforce Trust reception at: Wilberforce House, 49 North Moor Lane, Huntington, York. The Wilberforce Trust cannot be held liable for items lost in the post. Wilberforce Trust undertakes to return documents safely by recorded delivery.

6. Payment

The Wilberforce Trust reserves the right under the Data Protection Act to charge a search fee of £10.00 in the future, for each separate request. The fee, if charged, is not refundable if the result of the search shows that there is no information to be supplied and searches may attract an additional £10 fee if more than one person's records are request.