



Subject Access Request Form

Under the EU General Data Protection Regulation, which comes into force on May 25th 2018, you have the right to enquire of any organisation whether they hold your personal data and to see a copy of that information. If you wish to access your data please complete this form.

You will need to provide evidence of identity to enable the processing to start. Your request will be processed without undue delay and in any event within one month of receipt of a fully completed form and receipt of all relevant information we require. If the information contains details of another person, we will need to seek their consent before we can provide that information to you.

Please note that you may make a request for your data without completing this form; this must be in writing. If you do not use the form, please provide all of the information requested below, as this is needed to process your request and missing information could result in a delay to the start of that process.

Personal Details

| | |
|-------------|--|
| First Name: | |
| Surname: | |
| Address: | |
| Post Code: | |
| Tel Number: | |

Are you the Data Subject (i.e. the person on whom the information is held)?

Yes

No

If you are the Data Subject: Please complete this form and submit evidence of your identity, e.g. driving licence, birth certificate, a recent utility bill in your name and address (or photocopy) and a stamped addressed envelope for the documents to be returned, to Admin Team, The Wight Aid Foundation, Elm Lane, Calbourne, Isle of Wight, PO30 4JY

I certify that the information given on this application form is true and that any attempt to mislead, may result in legal proceedings against me. I understand that it is necessary for the organisation to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information. I understand that the response period of one calendar month, stipulated in the Act, will not commence until The Wight Aid Foundation is satisfied upon these matters.

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| Signature: | |
| Date: | |