



**Subject Access Request Form**

# section one

Please complete the details about the person who the access request relates to (the data subject).

|  |  |  |  |
| --- | --- | --- | --- |
| Title | 🞏 Mr 🞏 Mrs 🞏 Miss 🞏 Ms Other (please specify): | | |
| First name |  | | |
| Surname |  | | |
| Address |  | | |
|  | | | |
|  | | Postcode |  |
| Email address |  | | |
| Tel no |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current or former member of staff? | YES |  | NO |  |

Please include a copy of one of the following as proof of your identity (tick which one applies):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Passport | 🞏 | Driving licence | 🞏 | Other photo ID | 🞏 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you requesting information on behalf of another individual (i.e. you are NOT the data subject)? | YES |  | NO |  |

*If* ***Yes****, please go to section two.*

*If* ***No****, please go to section three.*

# section two

Please complete with your details only if you are requesting the information on behalf of the data subject identified in Section One.

|  |  |  |  |
| --- | --- | --- | --- |
| Title | 🞏 Mr 🞏 Mrs 🞏 Miss 🞏 Ms Other (please specify): | | |
| First name |  | | |
| Surname |  | | |
| Address |  | | |
|  | | | |
|  | | Postcode |  |
| Email address |  | | |
| Tel no |  | | |

Please include a copy of one of the following as proof of your identity (tick which one applies):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Passport | 🞏 | Driving licence | 🞏 | Other photo ID | 🞏 |

Please indicate in what capacity you are acting on behalf of the data subject and provide evidence (tick which one applies):

|  |  |
| --- | --- |
| Signed letter of authority from the data subject | 🞏 |
| Lasting power of attorney | 🞏 |
| Parent/guardian of data subject (child below 12) | 🞏 |
| Other (please specify below) | 🞏 |

|  |
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|  |

# Section three

Please provide us with further information to help us identify the information you require.

Which Diocesan partnership/parish/department/group is likely to hold the information? Please specify all that may apply:

|  |
| --- |
|  |

Please use the section below to give any details about the information you are requesting. Details that will help include any previous names, being specific about the type of records you are looking for and an indication of a date range of when the information may have been collected (use extra sheets if necessary):

|  |
| --- |
|  |

# Section four

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on their behalf. I understand that the Diocese may need to obtain further information from me/the data subject in order to comply with this request.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

This form should be completed and sent with all accompanying documents to [data.protection@diocesehn.org.uk](mailto:data.protection@diocesehn.org.uk) or by post to: The Diocese of Hexham and Newcastle, Data Protection Team, St Cuthbert’s House, West Road, Newcastle upon Tyne, NE15 7PY.

The information you have provided on this form will be stored and used by the Diocese of Hexham and Newcastle only for purposes relating to managing subject access requests. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at [www.rcdhn.org.uk/dataprotection/dataprotection.php](http://www.rcdhn.org.uk/dataprotection/dataprotection.php) or by request on 0191 2433317 or at [data.protection@diocesehn.org.uk](mailto:data.protection@diocesehn.org.uk)

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|  |  |
| --- | --- |
| SAR ID |  |
| Received by |  |
| Date received |  |
| Actioned by |  |
| Actioned date |  |