

Ryton and District Angling Club: - Subject Access Request Form

1. Are you/were you a member of Ryton and District Angling Club Yes No (if No go to Q4)

2. Date left Club ___/___/____ (dd/mm/yyyy) : Still a Member: Yes

3. Please provide the details of the person requesting the information:

Full Name: _____

Address: _____

Telephone Number: _____

Email: _____

4. Are you the Data Subject? Yes No

5. If you are the Data Subject, please provide the following:

5.1. driving licence or passport or other document showing name and signature;

5.2. a recent bill (e.g. credit card bill, bank statement or utility bill) or insurance document showing name and address; and

5.3. a stamped, addressed envelope for return of proof of authority documents.

6. If you are not the Data Subject please provide full details of you and the Data Subject:

Data Subject Name _____

Your Full Name: _____

Address: _____

Telephone Number: _____

Email: _____

7. If you are not the Data Subject please provide:

7.1. proof that the Data Subject has authorised you to request data on their behalf. A signed letter authorising you to act on behalf of the Data Subject will be sufficient;

7.2. if you have parental responsibility for a member and you are asking for information about that member:

7.2.1. evidence of your identity; and

7.2.2. if requested, evidence that you have parental responsibility for that member; and

7.3. a stamped, addressed envelope for return of proof of authority documents.

Scope of Request

8. Please provide a description of the personal data you are requesting.

Declaration

I certify that the information given on this Subject Access Request form is true and that Ryton and District Angling Club may contact me in order to obtain further details about the information requested if this is required.

Signed:

Full name:

Date:

Where to send your request

Please send this completed form to Data Protection Representative: Derick Dodds, 10 Northlands, Winlaton, Tyne and Wear, NE21 5DR.

When will I receive a response?

A response will be sent to you within the statutory time limit of one month.