# **Subject Access Request Form**

Please ensure you have read the [**Subject Access Request Information Page**](https://www.clapa.com/privacy/subject-access-requests/) before completing this form.

Any information provided in this form will be used only for the purpose of responding to your request in line with your rights under the General Data Protection Regulations (2018).

**Name and Contact Details of Subject**

**Name:** [Type here]

**Address:** [Type here]

**Daytime phone number:** [Type here]

**Previous Address** (if you’ve moved in the past 12 months): [Type here]

**Data Subject or Authorised Agent**

**Please delete as appropriate:**

***I am making this request for myself / I am making this request on behalf of another person***

If you are making this request on behalf of another person, please complete and attach a Subject Access Authorisation Form. We cannot process a request from a third party until we receive this.

**Identification:**

Please list below the three forms of identification provided along with your request. Please see the Subject Access Information Page for specific guidance on what forms of identification we require.

**Personal Identification:**

1. [Type here]

2. [Type here]

3. [Type here]

**Proof of Address (may also be listed above if appropriate):**

1. [Type here]

Please note we will keep copies of your ID on file as proof they were submitted to us before we disclosed your data.

CLAPA can accept no responsibility for the delivery of your documents. You may either provide them in person, send them as scans over email, or have them sent to us by Special Delivery. If we receive your documents in the post, we will return them by Special Delivery, however CLAPA still accepts no responsibility should your documents be lost in the post. See the information page for details.

**Details of Your Request:**

To help us fulfil your request in line with your expectations and desires, please state below what information you are seeking.

[Type here]

**Other Information**

Please provide any other information or specific details which might help us locate the data you’ve asked for. This might include dates, locations, details of CLAPA Staff and/or Volunteers you’ve dealt with, and any relevant reference numbers.

[Type here]

**Statement**

I have read and understood the information provided in the Subject Access Information Page. I am aware there is a full Subject Access Request Policy which is available on the Information Page.

I understand CLAPA may seek further information to confirm my identity to ensure my confidentiality and privacy are protected.

I confirm that the information I have provided is accurate.

**Signature:**

[By typing your name here and returning this form to us, you accept the above statement as just as binding as if you signed it physically]

**Date:** [Type here]

**Please return this completed form to:** Data Protection Lead, CLAPA, The Green House, 244-254 Cambridge Heath Road, London E2 9DA, or info@clapa.com with the subject line ‘CONFIDENTIAL: SUBJECT ACCESS REQUEST’.

 Please call 020 7833 4883 or email info@clapa.com if you have any questions about this process.