

**Subject Access Request Form**

**By completing this form, you are making a request under the UK General Data Protection Regulation (UK GDPR) for a copy of the information about you that is held by Leicester City Football Club and that you are eligible to receive - *Please note this form is not compulsory however it can help to process your request more efficiently.***

Please complete the information below and e-mail to [lcfchelp@lcfc.co.uk](mailto:lcfchelp@lcfc.co.uk) or post to King Power Stadium, Filbert Way, Leicester, LE2 7FL

If you are filling this form in on behalf of somebody else, please state your name and reason here:			
Your Legal Name:		Other Names You Are /Have Been Known As:	
Your Home Address:		Your Daytime Telephone Number:	
Your Email Address:		Your Contact (references):	
(if applicable) Your LCFC Employee Reference Number:		If Never a LCFC Employee, Your Relationship With LCFC:	

If you are **not** a current employee, please attach copies of - **one document from section A and one document from section B**, as proof of your identity and address. We will require validation of these documents by an authorised employee before we release any information to data subjects. (Please indicate with a tick in the relevant boxes below, which documents you have attached).

SECTION A - Photographic Evidence of Identity	Please tick if attached	SECTION B - Evidence of Home Address	Please tick if attached
Current Passport		Copy of recent utility bill (within last 3 months)	
Current UK Driving License		Copy of recent credit card bill (within last 3 months)	
Current UK Senior Citizens Travel Pass		Copy of recent bank statement (within last 3 months)	

Please indicate in as much detail as possible the information required, *i.e. Contact or account details, purchase history etc.:*

**OPTIONAL**

*If possible, please provide further details which would help us with this request e.g. dates, types of documents etc.*

**What happens next?**

We will normally be able to provide you with a copy of the information you have requested free of charge. However, we reserve the right to refuse to respond to your request or charge a 'reasonable fee' (based on our administrative costs of responding to your request) if your request is manifestly unfounded or excessive, particularly if it is repetitive. We can also charge you reasonable fee if you are asking us to provide you with further copies of information which we have already given you in response to a previous request.

We will always promptly acknowledge your request and respond without undue delay. Because of the time involved in collating information, it may take us up to one month to process your request (so the more specific you can be about the information you would like a copy of, the quicker we are likely to be able to respond).

We may extend the period of compliance by a further two months where your request is complex or extensive. If this is the case, we will inform you within one month of receipt of your request and explain why the extension is necessary.

In circumstances where we refuse to respond to your request (if it is manifestly unfounded or excessive), we explain the reasons for our decision. You have a right to complain to the ICO and/or to seek a judicial remedy. Further information is set out in our Privacy Policy. You can also contact us at [help@lfc.co.uk](mailto:help@lfc.co.uk). You can also visit the ICO's website at [www.ico.org.uk](http://www.ico.org.uk)

**Acknowledgement**

By signing below, you indicate that you are the Data Subject named above. Leicester City Football Club cannot accept requests from anyone else regarding your personal data. To receive information about your data, we will require original documents to prove your identity.

<b>Your Signature</b>		<b>Date</b>	
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Internal use only:

Proof of ID seen	
Proof of address seen	