

SUBJECT ACCESS REQUEST FORM

MEMBERS OF THE JOHN CARPENTER CLUB



Introduction.

This form is the recommended means of making what is known as a Subject Access Request (SAR) under data protection legislation. A SAR is intended to enable you to find out what information, if any, the John Carpenter Club (the Club) is holding or is processing that relates to you.

This form is made up of 7 Sections. Either Section 1 or Section 2 should be completed, plus the remaining sections:

- **Section 1: Applying for Your Own Personal Records** *or*
- **Section 2: Making an Application on Behalf of The Data Subject** *plus*
- **Section 3: Proof of Identity.**
- **Section 4: What Information Do You Require?**
- **Section 5: Helping Us to Find the Information.**
- **Section 6: Dispatch Details.**
- **Section 7: Declaration.**

Please only complete the relevant parts.

Making the SAR.

Please email your completed application form to aro@jcc.org.uk or post it to Alumni Relationship Officer, John Carpenter Club, City of London School, Queen Victoria Street, London EC4V 3AL

Section 1: Applying for Your Own Personal Records.

If you wish to apply for copies of your own records, please complete the following details. In order to protect the privacy of the individual whom this request is about and in line with the requirements of the Data Protection Act, the Club are keen to ensure we locate the records and information only relating to the person (data subject) of this request. We would be grateful if you could supply the information outlined below to both help verify your identity and to assist the search.

Title:

Surname:

First Name:

Former Surname:

Years at CLS:

Telephone Number (day):

Email Address:

Home Address:

Postcode:

Section 2: Making an Application on Behalf of The Data Subject.

On certain occasions it may be appropriate for someone else to make an application on behalf of the data subject. In this case we need to verify this is legally allowed, so there are some additional questions. The envisaged scenario is when making an application on behalf of a deceased person.

Making an Application Concerning a Deceased Person.

While the Data Protection Act only considers living people, we believe we have a duty to care to our former members who have died. Consequently, we will normally only release information to a next of kin or very close relative, or a third party (e.g. solicitor) acting on behalf of the deceased. We therefore will seek to verify if it is appropriate to release some or all of a deceased members personal records. If the Club are unaware of the death we will request a copy of the death certificate.

Please complete the details below. Also, please state your relationship to the data subject (e.g. next of kin, solicitor, etc.)

Your full name:

Your address:

Post code:

Contact telephone number:

Email address:

Relationship to the Subject:

Section 3: Proof of Identity.

It is necessary to confirm the identity of **all** parties included on this form. Please supply a photocopy of **one** document from section A and B, and **all** relevant documents from section C with the application.

A. Confirmation of name:¹

- Full driving licence
- Passport
- Birth certificate or
- Marriage certificate.

B. Confirmation of address (from last 3 months):

- Utility bill:
- Bank statement:
- Credit card statement:
- Benefit book or
- Pension book.

C. Confirmation that a third party can access the records of the data subject:

- Health and Welfare or Financial Lasting Power of Attorney:
- Signed declaration from the Data Subject themselves and/or
- Court of Protection Order appointing you as a personal deputy for the personal welfare of the data subject.

I am providing the following types of identification, which are attached to this document.

A. Confirmation of name:

B. Confirmation of address:

C. Third Party confirmation:

Section 4: What Information Do You Require?

Please detail here the information you require from the Club:

Section 5: Helping Us to Find the Information.

DISCLAIMER: The information in this Form is for general guidance on your rights and responsibilities and is not legal advice. If you need more details on your rights or legal advice about what action to take, please contact an adviser or qualified lawyer.

Please use the space below to provide further details that may help to locate the information you are seeking. Please supply as much detail as possible such as:

- For personnel records – names of individuals who you believe may hold personal data relating to yourself/third party and
- Any other details you may feel have relevance e.g. relevant dates etc.

Section 6: Dispatch Details.

Please indicate where you would like your records dispatched to (please select one option):

I am the data subject and would like my records to be dispatched to my home address as detailed in Section 1 above.

I am acting on behalf of the data subject and would like the records dispatched to the address as detailed in Section 2 above

Section 7: Declaration.

By the data subject:

I confirm that the information that I have supplied in this application is correct, and I am the person to whom it relates.

Data subject:

Signature:

Date:

Print name:

Or by a person making a request of behalf of the data subject:

I am acting on behalf of the data subject and have enclosed the relevant authority as detailed in section 3.

Signature:

Date:

Print name:

The Club will provide any requested information electronically if an email address is supplied. Any documents will be password protected.

Please note that information posted by special delivery will require a signature upon receipt. However, if the Royal Mail are unable to deliver to the address given and need to return the documentation to the Club this will be returned by normal post (i.e. not under confidential cover).

Your Checklist

- Is your contact information correct?
- Have you enclosed acceptable identification?
- Have you signed the form?
- Have you completed all the relevant sections?