

## GSCAA SUBJECT ACCESS REQUEST FORM

### DATA SUBJECT ACCESS APPLICATION FORM

Under the terms of the Data Protection Act 1998, an individual is entitled to ask GSCAA for a copy of all personal information which it holds about him/her for the purposes of operating an allotment site for member of the community. The information, which the applicant is entitled to receive from GSCAA, includes a description of these purposes and the recipients to whom the data can be disclosed. The entitlement is known as the "Right of Access to Personal Data". Please complete this form, providing as much information as possible, should you wish to exercise your right in requesting disclosure of your data.

**PLEASE NOTE THAT RECORDED DATA IS ONLY HELD FOR 31 DAYS BEFORE IT IS DELETED OR WRITTEN OVER.**

### 1. PERSONAL DETAILS

Name

Address

Telephone Number:

E-Mail Address:

GENDER:

### 2. INFORMATION REQUIRED

**To help us find the CCTV data you require, please complete the following section: please be as accurate as possible with times, location and identification.**

Date:

Time:

Location:

Description of incident

### 3. DECLARATION

I confirm that this is all of the personal data to which I am requesting access, and which is held by the authority for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf.

Signed

Mr/Mrs/Miss/Title

Date

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name

Address

Telephone No

Signed

Date

### 4. FEE & PROOF OF IDENTITY

Under the Data Protection Act 1998, we are entitled to charge a small administration fee of **£10** for processing your application in the case where ***"if it is manifestly unfounded or excessive, or if an individual requests further copies of their data"***. We will confirm to you if a fee is required in which case, we would ask you to please enclose your cheque, made payable to "Gresty Street Community Allotment Association".

We also require evidence that this enquiry is genuine. Therefore, please enclose copies of at least two proofs of identity such as a driving licence, passport recent utility bill etc. If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and you as well as documented authority to act on the Data Subjects behalf.

**Failure to provide these documents with your application will mean that your request is refused.**

### 5. POSTAL ADDRESS

After completing the application form, please check to ensure that all the information you have provided is accurate and all required documents and the fee are enclosed.

Please arrange to return your application to the allotment Secretary by emailing:

**gsca.association@gmail.com**

GSCCA is committed to the principles defined in the Data Protection Act 1998. As such, information on this document will be used only for the purposes described above. We may, however, store the data in manual or electronic form, but only for as long as we are required to do so by law.