

SUBJECT ACCESS REQUEST FORM

REQUEST FOR ACCESS TO PERSONAL DATA HELD

BY ONE NORTHEAST (THE 'AGENCY')

PART A – APPLICATION FOR ACCESS TO PERSONAL DATA

A1 Are you making this request for information on your own behalf?

Yes – Please complete sections A2 to A4 below

No – Please move on to Part B

A2 Name:

Address:

.....

.....

Telephone (daytime):

Telephone (evening):

A3 Details of personal data, which the Agency may have about you.

It would be helpful if you could provide as much information as possible. This is so that we can find the information that you require. Please continue on a separate sheet if necessary.

i) What is your relationship with the Agency (e.g. are you an employee or customer)?

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ii) Please give as much detail as you can about the specific information you require which will help us to locate it. Example: if you are a contractor you may want information relating to your account with us. Please provide any account or reference number(s) we have issued to you.

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If you are an employee – please provide:

Your current job title (and any previous positions within the Agency)

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Your employee number

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Your current location (and any previous locations you have worked)

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.....

How long you have been with the Agency.

.....

A4 Proof of identity

We have a responsibility to ensure that we keep personal data safe and do not disclose it to unauthorised persons. We therefore ask you to provide us with some proof of identity.

Please sign this form in the presence of an independent adult, who should then be asked to witness your signature in the space below:

Your signature:

Witness signature:

Address of Witness:

.....

Date:

We reserve the right to request additional evidence of identity where appropriate.

PLEASE NOW GO TO PART C

PART B – APPLICATION MADE ON BEHALF OF A DATA SUBJECT

B1 If you making this request for information on behalf of someone else (the 'Data Subject'), please state the nature of your relationship with the Data Subject.

Parent ?.....

Other ?

Legal Representative ?

Please expand in all cases:

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B2 Is the Data Subject under the age of 18: Yes / No

If yes, please state his or her age:

B3 Please provide the following details in relation to the Data Subject:

Name:

Address:

.....

.....

.....

Telephone (daytime):

Telephone (evening):

B4 **Details of personal data, which the Agency may have about the Data Subject.**

It would be helpful if you could provide as much information as possible. This is to help us find the information that you require. Please continue on a separate sheet if necessary.

iii) What is the Data Subject's relationship with the Agency (eg: is he or she an employee or customer)?

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iv) Please give as much detail as you can about the specific information you require which will help us to locate it. Example: If we have provided to the Data Subject any reference or identification number(s), please provide details.

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For Data Subjects who are employees - please provide:

The Data Subject's current job title (and any previous positions within the Agency)

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The Data Subject's employee number

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The Data Subject's current location (and any previous locations where he or she has worked)

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.....

Details of how long the Data Subject has been with the Agency

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B5 Applicant's details and authority:

Your Name:

Your Address:

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.....

Telephone (daytime):

Telephone (evening):

We have a responsibility to ensure that we keep personal data safe and do not disclose it to unauthorised persons. We therefore ask you to provide evidence of your authority to make this request on behalf of the Data Subject.

Please give full details of your authority to make this application on behalf of the Data Subject and provide evidence of your authority to act on behalf of the Data Subject. Evidence may take the form of a written authority signed by the Data Subject, a Power of Attorney or evidence that you are the Data Subject's parent or guardian).

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We reserve the right to request additional evidence of your authority to act on behalf of the Data Subject where appropriate.

Please sign and date this form below:

Signed:

Dated:.....

PLEASE NOW GO TO PART C

PART C – FEE

Under the Data Protection Act 1998 we are entitled to charge an administration fee of £10 for processing your application. Please make your cheque payable to **One NorthEast**.

Once you have completed the form and checked that the information you have provided is accurate, please return the entire form, together with the fee, to the following address:

The Data Protection Officer
Stella House
Goldcrest Way
Newburn Riverside
Newcastle upon Tyne
NE15 8NY