

Subject Access Request Form

H4All is the service delivery brand of **Third Sector Together North West London (3ST) CIO: 1182593**.

Data Handling

While H4All will be responsible for following appropriate procedures in handling your personal data, any Subject Access Requests, complaints or concerns regarding data privacy will be managed by 3ST. This form provided by H4All on behalf of 3ST is to assist the processing of the Subject Access Request and make it easier to include all the details required.

1. Details of the person requesting the Information

Full Name	
Current Address	
Telephone Number	
Email Address	

Are you the Data Subject? (tick box that applies)

- ☐ I **AM** the Data Subject and enclose **evidence of my identity**.
- ☐ I am **NOT** the Data Subject but am acting on their behalf as their personal representative. I have **written authority**, which I enclose and **evidence of their identity**.
- ☐ I am **NOT** the Data Subject, but I am acting on their behalf as their parent or legal guardian and enclose **evidence of their identity**.

2. Details of the Data Subject (if different to 1)

Full Name	
Current Address	
Telephone Number	
Email Address	

Describe the specific information you are requesting - *please provide as much detail as possible, such as relevant dates, references etc.*

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Declaration

I declare that the information given by me is, to the best of my knowledge correct and that I am entitled to apply for access to the information referred to above, under the terms of the EU General Data Protection Regulations (GDPR) 2018.

Signature		Date	
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Once 3ST has all the required information, where relevant, your request should be complied within 30 days. In exceptional circumstances where it is not possible to comply within this period you will be informed of the delay and given a timescale for when your request is likely to be met. In certain circumstances, the GDPR, permits organisations to withhold information, for example information likely to cause serious harm to the physical or mental health condition of you, or any other person, information relating to or provided by a third person who has not consented to the disclosure.

Please send your completed form, along with proof of identity to:

3ST – H4All Services: Key | House | 106 High Street | Yiewsley | Middlesex | UB7

7BQ or engagement@3stnwl.org.uk – *for the attention of* **3ST – Data Protection Officer.**



Subject Access Request Flowchart

Subject Access Request
Contact H4All verbally or in writing.

Data Protection Officer
Notified for further action

Identity Verification

SAR form is sent to person requesting access – *which on return will include proof of identity.*

Third Party / Relative Requesting access

Data Subject Requesting access

Data Gathering

Personal data as well as any supplementary information is gathered and provided in an acceptable format.

Data Delivery

Once gathered, the personal data is sent in writing (or in commonly used electronic form).

Further Information Gathered

Verification of authority to act on data subject's behalf and proof of identity will be gathered.

Fees & Timeframes

SAR completed within 30 days at no cost.

Definitions:

- **Data Subject** – Anyone whose personal data is being processed.
- **SAR** – Subject Access Request. This gives individuals the right to obtain a copy of their personal data as well as other supplementary information.