

Right of Subject Access Application Form
<p>Under the terms of the UK Data Protection Act 2018 (GDPR) an individual has a right to access personal data which Denbighshire Leisure Limited hold about him/her, subject to any exemptions that may apply.</p> <p>Before information can be searched for and sent to you, your identity must be established. This is to ensure that not only do you receive the correct data, but that other individuals cannot fraudulently obtain your data.</p> <p>The UK Data Protection Act 2018 allows us one month in which to respond to your request. However, this period cannot start until we have all the information necessary to process the request.</p>

In order for you to pursue your request in relation the rights outlined above, please answer the following questions.

Completed forms should be sent to dataprotection@denbighshireleisure.co.uk, or alternatively posted for the attention of The Data Protection Officer, Denbighshire Leisure Limited, 8-11 Trem-y-Dyffryn, Colomendy Industrial Estate, Denbigh, LL16 5TX.

1. Personal Details of the Data Subject							
Instructions							
<p>Part 1 is for requesting the person details of the data subject (e.g. if you are completing this form yourself, these will be your own personal details).</p> <p>If you are acting on behalf of another person, please complete Part 1 with their details, and Part 3 with your details.</p> <p>The information requested below is to help Denbighshire Leisure Limited satisfy itself as to your identity and to find any data held about you.</p> <p>If completing by hand, please use block capital letters</p>							
Title <i>(tick appropriate box)</i>	<i>Mr</i>	<input type="checkbox"/>	<i>Mrs</i>	<input type="checkbox"/>	<i>Miss</i>	<input type="checkbox"/>	<i>Ms</i>
	<i>Other (e.g. Dr, Rev, etc.)</i>						
Surname / Family Name:							
First Name/s:							
Maiden / Former Names:							
Gender:	<i>Male</i>	<input type="checkbox"/>	<i>Female</i>	<input type="checkbox"/>	<i>Other</i>		
Date of Birth:							
Email Address:							
Phone Number:							

Denbighshire Leisure Limited
Right of Subject Access Application Form



Address Details	
House Number / Name:	
Road / Street:	
Town:	
County:	
Postcode:	

If you have lived at this address for less than two years, please also give your previous address:

House Number / Name:	
Road / Street:	
Town:	
County:	
Postcode:	

Have you previously applied to Denbighshire Leisure Limited for Access to your personal data?:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give the date of your application:				

Proof of Identity	
<p>To help establish your identity, your application should be accompanied by copies of two of the following documents. Please tick which documents you have supplied.</p> <p>Copies of these can be emailed to dataprotection@denbighshireleisure.co.uk.</p> <p>Note the documents should match the address/es you have provided above.</p>	
Utility Bill:	
Driving Licence:	
Passport:	

2. The Information You Are Requesting

If your request is for paper and electronic records and there is a specific item of personal information/data which you are seeking, please give the details below:

--

If your request is for CCTV footage, please provide the following information:

Date:	
Time:	
Location:	

Description of Incident / Vehicle / Person(s) involved:	
--	--

3. Requesting Another Person's Data <i>(if you are request your own data, you do not need to complete this section)</i>																	
<p>An application being made by someone acting on behalf of the data subject.</p> <p>By completing the below, you confirm that you are acting on behalf of the data subject, and you enclose herewith proof of your authority to act on behalf of the data subject (for example, a letter signed by the data subject authorising you, Power of Attorney, etc.).</p> <p>Please supply information here about yourself, rather than the data subject (this information has already been provided in Part 1).</p>																	
Your Relationship with the Data Subject:																	
Title <i>(tick appropriate box)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><i>Mr</i></td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;"><i>Mrs</i></td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;"><i>Miss</i></td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;"><i>Ms</i></td> <td style="width: 15%;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2"><i>Other (e.g. Dr, Rev, etc.)</i></td> <td colspan="6"><input type="checkbox"/></td> </tr> </table>	<i>Mr</i>	<input type="checkbox"/>	<i>Mrs</i>	<input type="checkbox"/>	<i>Miss</i>	<input type="checkbox"/>	<i>Ms</i>	<input type="checkbox"/>	<i>Other (e.g. Dr, Rev, etc.)</i>		<input type="checkbox"/>					
<i>Mr</i>	<input type="checkbox"/>	<i>Mrs</i>	<input type="checkbox"/>	<i>Miss</i>	<input type="checkbox"/>	<i>Ms</i>	<input type="checkbox"/>										
<i>Other (e.g. Dr, Rev, etc.)</i>		<input type="checkbox"/>															
Surname / Family Name:																	
First Name/s:																	
Maiden / Former Names:																	
Gender:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><i>Male</i></td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><i>Female</i></td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><i>Other (please note)</i></td> <td style="width: 33%;"><input type="checkbox"/></td> </tr> </table>	<i>Male</i>	<input type="checkbox"/>	<i>Female</i>	<input type="checkbox"/>	<i>Other (please note)</i>	<input type="checkbox"/>										
<i>Male</i>	<input type="checkbox"/>	<i>Female</i>	<input type="checkbox"/>	<i>Other (please note)</i>	<input type="checkbox"/>												
Date of Birth:																	
Email Address:																	
Phone Number:																	
Proof of Identity (requester)																	
<p>To confirm your identity as an authorised person, this application should be accompanied by copies of two of the following documents. Please tick which documents you have supplied.</p> <p>Copies of these can be emailed to dataprotection@denbighshireleisure.co.uk.</p> <p>Note the documents should match the address/es you have provided above.</p> <p>Please also provide details of the document that acts as proof that you have authority to act on behalf of the data subject.</p>																	
Utility Bill:																	
Driving Licence:																	
Passport:																	
Document proving your authority to act on behalf on the data subject:																	

4. Declaration	
<p>I request that you provide me with details of the personal data about me as I have indicated above.</p> <p>I confirm that I am the data subject - I am asking for my own personal data.</p> <p>OR</p> <p>I confirm that I am acting on behalf of the data subject – I am asking for the personal data of someone else.</p>	
Print Name:	
Signature:	
Date:	

Checklist

1. *Have you filled in all of the parts of the application form relevant to your application?*
2. *Have you signed the form?*
3. *Have you enclosed identifying documents?*
4. *Where you are acting on behalf of the data subject have you enclosed proof of your authority to do so and completed Part 3 of the form?*

Privacy Notice – what we do with your details
<p>Your documents (the Subject Access Request form, the identifying documents, and any associated correspondence) will be processed by Denbighshire Leisure Limited (the Company) for the specific purposes of processing your Subject Access Request under the Data Protection Act 2018. The Company will not share the data with any other organisation.</p> <p>The Company will retain the documents for two years from the completion of the request.</p> <p>If you feel that the Company have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website, or by calling their helpline on 0303 123 1113.</p> <p>For further information about how the Company processes personal data and your rights please see our privacy notice on our website –</p> <p>https://www.denbighshire.gov.uk/en/resident/legal/privacy.aspx</p>