

Personal Data Subject Access Request Form

Volunteers, contractors, competitors aged 16 years or over and parents of competitors under 16 years have a right under current data protection legislation to make a request to their organisation for disclosure of copies of personal data on them which is being processed by the organisation, called a Data Subject Access Request (DSAR). If you wish to make such a request, you should complete this form and return it to Mrs Suzanne Rimini, General Secretary, ISGA.

The right enables you to access data being 'processed' by us, ie collected, recorded, organised, stored, altered, held, consulted or used, which specifically identifies you as the 'data subject'.

When we receive a DSAR, we will seek to provide the data to you as soon as possible, and within one month of the date of receipt. In particularly complex cases, it may be necessary to extend the processing of the request to two months. In some cases the data we hold on you will be exempt from the disclosure requirement and if an exemption applies, we will let you know.

We may contact you to ask for further information so that we can deal with the request. We may also require you to provide evidence of your identity. There will be no fee for this service, unless the request is discovered to be unfounded or excessive.

Please complete this form to the best of your ability to enable a swift and effective response from us.

In supplying data to you, we will comply with our data protection obligations. This may mean redacting any data to avoid disclosing the identity of third parties who have not given their consent to their data being disclosed.

We may provide the data by means of hard copy or email.

Personal Data Subject Access Request Form



DETAILS ABOUT YOU	
Forename:	
Surname:	
Please also state any other names which you have used whilst involved in the organisation eg before you were married, entered into a civil partnership, underwent gender reassignment surgery, changed name by deed poll, or any other reason.	
Current address:	
Telephone numbers: (Landline) (mobile)	
Email address:	
Are you currently engaged to work at the organisation ie volunteer, contractor etc?	Yes / No
If you answered 'Yes' to the previous question, please state the type of worker and your start date.	Type of worker: Start date:
If you answered 'No' to current engagement, please state your relationship with the organisation and relevant dates of your interactions with the organisation.	Relationship to the organisation: Dates:

Please give as much information as you can on the data you would like access to. We will be able to deal with your request much more quickly if you are able to tell us exactly the data you are referring to.

DETAILS ON THE DATA	
List here the data you would like to be disclosed:	
Who at the Organisation do you believe holds the data?	
Please list here any other information which may help us identify the specific data you are referring to:	

EVIDENTIAL REQUIREMENTS	
Please provide any two of the following items as evidence of your identity. You may supply these in person or by post. We will send them back to you if you supply a stamped addressed envelope by first class mail unless you have supplied the cost of a registered/special delivery.	
Driving Licence	Passport
Utility Bill showing your name and address, as shown above.	Recent credit or debit card statement showing your name and address as above.

DECLARATION	
<ul style="list-style-type: none"> I confirm I am making a Data Subject Access Request under current Data Protection legislation to receive a copy of my personal data that the organisation is processing. I am making a truthful statement as to my right under current Data Protection legislation to have access to that personal data. I understand that the Organisation may contact me to obtain further information on my request. 	
Signed:	
Date:	