**SUBJECT ACCESS REQUEST FORM**

You should complete this form if you want us to supply you with a copy of
any personal data we hold about you. The personal information collected from you by this form will only be used for the purposes of identifying the personal data you are requesting and sending the information to you. We will retain a copy of our correspondence and any personal data disclosed for 6 years.

We will respond in no later than one calendar month. In exceptional circumstances where it is not possible to comply within this period you will be informed of the delay, the reason for the delay, and given a timescale for when your request is likely to be met.

In certain circumstances, Data Protection legislation permits Citizens Advice to withhold information, for example information likely to cause serious harm to the physical or mental health or condition of you, or any other person, and information relating to or provided by a third person who has not consented to
the disclosure.

**Section 1**

Are you the Data Subject? (The individual who is the subject of the required
information) Please tick the appropriate box.

I AM the Data Subject and enclose evidence of my identity e.g. photocopy of driving licence, birth certificate, passport, marriage certificate.

I am NOT the Data Subject, but am acting on their behalf. I have written authority, which I enclose and evidence of their identity e.g. photocopy of driving licence, birth certificate, passport.

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 e.g. photocopy of birth certificate, passport.

**Section 2**

Details of the Data Subject:

|  |  |
| --- | --- |
| Full Name |  |
| Former Names(s) |  |
| Current address (including postcode) |  |
| Former address(s) |  |
| Date of birth |  |
| Contact telephone number (including area code) |  |
| Email address |  |
| Any additional information that may help identify your relationship with Arun and Chichester Citizens Advice |  |

**Section 3**

Details of representative (please complete this section if you are NOT the data subject, but are authorised to act on their behalf)

|  |  |
| --- | --- |
| Full Name |  |
| Former Names(s) |  |
| Current address (including postcode) |  |
| Former address(s) |  |
| Date of birth |  |
| Contact telephone number (including area code) |  |
| Email address |  |
| Relationship with the data subject that leads you to make this request for information on their behalf |  |

**Section 4**

In the box below, please describe the information you are requesting, including any relevant dates, names, and the type of documents you would like to be searched.

|  |
| --- |
|  |

**Section 5**

Please indicate which method you would like to receive the information in the relevant box:

* Electronic copies sent by email
* Hard copy sent to postal address
* Pick up from local Citizens Advice office (you will be required to provide proof of identification to office staff when collecting your documentation)
* Via telephone

If you have any particular access requirements such as a need for large-print please complete below:

|  |
| --- |
|  |

**Section 6**

Declaration

I, ………………………………………………………………………….. (Print Name) Certify that the information given on this form is true. I understand that it is necessary
for Arun and Chichester Citizens Advice to confirm my/the Data Subject's identity and that it might be necessary to obtain more detailed information from me in order to locate the correct information.

Signed: ………………………………………………….………..

Date: ………………..…………………………………..

Please return the completed form with copy ID to:

Arun & Chichester Citizens Advice

10 The Arcade

Bognor Regis

West Sussex

PO21 1LH

or

Email: admin@arunchichestercab.org.uk

For any related enquiries please contact the office address or email above or telephone 01243 866233.

We are registered with the Information Commissioner's Office under ICO reference Z8475467 and will process your personal data in accordance with the General Data Protection Regulation and Data Protection Act 2018. Please refer to our online Privacy Policy at <https://www.arunchichestercab.org.uk/> for more information on how your personal data will be processed and stored.