

Data Subject Rights Request Form

Your Data Subject Rights

This form is for any person who wishes to apply for access to and/or correct any personal data held by the Society.

A separate form should be completed for each individual.

This is not a mandatory form. Data Subject Rights (DSR) Requests made in other formats will also be accepted, but this form is designed to speed up the process. Please ensure that all necessary information on this form is provided to the Society.

A request will be treated as valid even if you have not sent it directly to the addressee designated in this form.

You will not usually need to pay a fee to access your personal data. However, if your request is unfounded or excessive, we may charge a reasonable fee for complying with your request, or we may refuse to comply. We will contact you if this is to be the case.

Which Sections Should I Complete?

Sections 1, 2, 3 and 4 These set out the details of your request and should be completed for **all** DSR Requests.

Section 2 This asks for proof of identity. If you do not have any of the forms of identity listed, we may, in exceptional circumstances accept alternatives. However, if you cannot provide us with satisfactory proof of identity, we will not be able to process your request.

Sections 5, 6 and 7 These sections relate to the details of any representative making a request and the authority to release information to them. These should only be completed if the request is being made by a representative of the data subject.

Checklist

Please run through the following checklist to make sure you have supplied everything we need before you send your request to us.

- Have you completed all relevant sections of the form?
- If you are a representative, has your client signed the authority in Section 7 or provided a separate signed note of authority?
- If you are signing as a parent or guardian of a child under 16, have you provided a photocopy of their full birth certificate, photocopies of any court orders and proof of your parental responsibility?
- Have you enclosed two pieces of identification from the lists in Section 2 (Section 6 for the representative) (one from each of A and B)?
- Have you provided as much information as possible to enable us to find the data you require?
- Have you signed the Declaration in Section 4 (and Section 7, if applicable)?

Where Should I Send It?

Please send your completed form and proof of identity to:

- **Data Protection Administrator, Wiltshire Friendly Society, Holloway House, Epsom Square, White Horse Business Park, TROWBRIDGE, BA14 0XG**

We will aim to reply within one month of receiving all the necessary information from you.

Questions?

Please telephone us on 01225 752120 if you have any questions.

Data Subject Rights Request Form

Section 1 – About The Applicant

Please provide us with the following information about the applicant:

Title	
Forename(s)	
Surname	
Previous Surname	
Date of Birth	
Current Address	
Postcode	
Previous Address (if relevant to the request)	
Postcode	
Telephone No. (Home)	
Telephone No. (Mobile)	
Current Email Address	
Previous Email Address	
Membership No(s)	

Section 2 – Proof Of Identity

To confirm your identity, we need to see copies of two pieces of identification – one from List A and one from List B. Please indicate which ones you are supplying. **A photocopy/scan of each is acceptable.**

List A

- Passport
- Photo Driving Licence
- Foreign National Identity card
- Child under 16: Full Birth Certificate
- Child under 16: Court Order(s)

List B

- A letter sent to you by the Society
- Utility bill showing your current home address
- Bank statement showing current home address

For a child under 16 years of age please provide copies of all Court Orders. Please state if there are none.

Section 3 – Specific Details Of Your Request

For a description of each of your data protection rights, please refer to the Information Sheet at the back of this form.

We need details of your request. This request is about your right to:

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Access | <input type="checkbox"/> Portability (encrypted digital file) |
| <input type="checkbox"/> Rectify | <input type="checkbox"/> Object |
| <input type="checkbox"/> Erase | <input type="checkbox"/> Human Intervention |
| <input type="checkbox"/> Restrict | |

Please provide us with details on the **specific** data to which your request relates. Please use extra sheets if necessary.

For example, you might be requesting a deletion of data, but only a specific part of it rather than all of it.

If you are requesting a portable copy of the data we hold on you, please provide us with details on the specific data you require and a time interval.

Are any of your memberships part of any corporate or company scheme (through your employer) that are held with us? (Please tick as appropriate)

- Yes
 No
 I don't know

How would you like us to respond to your request? (Please tick as appropriate)

- Post
 Email

Section 4 – Declaration

I certify that the information given on this form is true and I am the person to whom it relates. I understand that I may not be entitled to information that reveals details concerning another person, either directly or indirectly. I also understand that the Society may need to ask for more information about me or the person in Section 5 in order to confirm my/their identity and to respond to my request.

Signature of Applicant:	Date:
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Section 5 – Requestor’s Details (if a third party is acting on your behalf)

If this section is completed, the Society will reply to the address you provide in this section.

Full Name of Requestor	
Company Name	
Address	
Postcode	
Email Address	
Telephone No.	

Section 6 – Proof Of Requestor’s Identity

Please provide copies of two pieces of identification – one from List A and one from List B. Please indicate which ones you are supplying. **A photocopy/scan of each is acceptable.**

List A

- Passport
- Photo Driving Licence
- Foreign National Identity card

List B

- A letter sent to you by the Society
- Utility bill showing your current home address
- Bank statement showing current home address

Section 7 – Authority To Release The Information To A Requestor

A requestor needs to obtain authority from the applicant before personal data can be released. The requestor should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

If the applicant is signing as the guardian of a child under 16, proof of legal guardianship must also be provided.

I hereby give my authority for the requestor named in Section 5 of this form to make a Data Subject Right Request on my behalf under the Data Protection legislation.	
Signature of Applicant:	Date:
Signature of Requestor:	Date:

Society Office Use Only

Date Application Received		Identity Checked & Approved	
Acknowledgement Sent		Third Party Authority Checked & Approved	
Society Ref		One Month Deadline Date	

Data Subject Rights Information Sheet

You have a range of data protection rights in relation to the information we hold about you. You can exercise any of these rights by contacting us. Note that not all of the rights are absolute – some of them depend on which lawful basis we are using to process your information.

- **Right of Access**

You can ask us to provide you with a copy of the information we hold about you by making a 'Data Subject Access Request'.

- **Right to Rectify**

If the information we hold about you is incorrect, out of date or incomplete, please let us know and we will put it right.

- **Right to Erase**

You can ask us to delete your personal information when:

- we no longer need it
- you have given us consent and you later withdraw it
- you have objected to us processing your information and we have no lawful basis to do so
- we are legally obliged to delete it

- **Right to Restrict**

If you think the information we hold about you is not accurate, you can ask us not to process it until we have corrected any errors or verified that the information is accurate.

- **Right to Portability**

Where we process your personal information by automated means for contractual purposes, or with your consent, you can ask us to provide the information we hold about you in a structured, machine readable format (for example a CSV file).

- **Right to Object**

Where we have a legitimate interest or a public interest in processing your personal information (see page 1), you can object to this.

- **Right to Human Intervention**

None of our processes are partly or wholly automated, and therefore we do not make decisions that have a significant or legal effect without human involvement. For example, we may check your evidence of identity electronically, but if this is unsuccessful, we will write to you to ask for documentary evidence instead.