

Subject Access Request Form

This form provided by Carers Trust Hillingdon 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.

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	
------------------	--	-------------	--

Once Carers Trust Hillingdon 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:

Carers Trust Hillingdon,
126 High Street,
Uxbridge,
UB8 1JT

Or email office@carerstrusthillingdon.org.uk – for the attention of the Sally Chandler, Chief Executive.