**SUBJECT ACCESS REQUEST (SAR)**

**from Voluntary Action Coventry**

**27-29 Trinity Street**

**Coventry CV1 1FJ**

**Telephone 024 76 220381**

[**www.vacoventry.org.uk**](http://www.vacoventry.org.uk)



When submitting a Subject Access Request under the Data Protection Act 2018, Voluntary Action Coventry (VAC) has one calendar month to release your information. This period begins once the Data Protection Officer receives your request, along with valid proof of your identity.

The information you provide on this form will allow us to identify where the information that you have requested may be located. Please provide as much detail as possible when submitting your request. We may contact you for further clarification, if necessary.

**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

license, birth certificate, passport or marriage certificate.

I am **NOT** the Data Subject, but I am acting on their behalf. I have written authority, which I enclose and evidence of their identify e.g. photocopy of their driving licence, birth certificate or 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 Name(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 VAC |  |

**Section 3 (for representatives only)**

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 Name(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**

|  |  |
| --- | --- |
| **INFORMATION ABOUT YOUR REQUEST:** | |
| Describe the information you are requesting in as much detail as possible.  Where possible, please provide the details of relevant names, dates and/or projects/services at VAC. This will enable us to access and release your information more promptly. | |
| Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| How would you like the information to be released to you? Please tick | Hard Copy (by post):  Electronic copy – PDF. (by email):  (Hard Copy) Collect in person: |

Please return this form either by email to [s.ogle@vacoventry.org.uk](mailto:s.ogle@vacoventry.org.uk) or at the following address:

FAO: Sue Ogle, Chief Executive

Voluntary Action Coventry

27-29 Trinity Street

Coventry CV1 1FJ

Confirmation of identification of person requesting a Subject Access Request

|  |  |  |
| --- | --- | --- |
| **Document(s) viewed (e.g passport)** | **Date of checking** | **Signature of DPO at VAC** |
|  |  |  |
|  |  |  |
|  |  |  |

**HOW VAC WILL COLLATE THE INFORMATION**

Once the information you have requested has been confirmed, we will begin the process of contacting colleagues across VAC and collating the information.

**VAC WILL REVIEW YOUR INFORMATION**

Before we release your information to you, it is very important that we review it to ensure that it does not contain the personal data of other individuals (third parties). All personal information of other individuals will be redacted (removed or blocked out), as it is not relevant to you. If we have had to redact information, then this will be drawn to your attention in the covering letter.

If your request contains a substantial amount of information (from various sources), then reviewing it can be time consuming. We review information as we receive it and aim to release it to you within one calendar month of the request being received and your identification confirmed. 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 may permit Voluntary Action Coventry to withhold information, for example if the information is 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.

**VAC WILL RELEASE YOUR INFORMATION**

Once the information has been reviewed we will contact you and confirm the details for releasing it to you. If you have requested that we provide your information electronically, this will be encrypted with a password. If you have requested that we send your information to you by post, then we will do so using Royal Mail ‘Signed For’ delivery.

If you have any queries regarding your requested information, then you will be able to raise these with us via [info@vocoventry.org.uk](mailto:info@vocoventry.org.uk)

**STEP 5: WE DELETE YOUR INFORMATION**

It is important that we do not retain your personal data for any longer than is necessary. Therefore, all of the information **collated as part of your SAR** will be deleted either 12 months after the release date, or 12 months after the last query you made regarding the request has been resolved; whichever is the later. Original copies of the requested information will remain where they were located and will be retained as per VAC’s Data Retention policy and procedures.