



HRRRC Subject Access Request Form



Please complete the form below if you would like more detail or a copy of your personal data that HRRRC processes. This will help us provide you with a quick and accurate response to your enquiry.

Please return this form by

- post to the Data Protection Lead, Membership Secretary, 19 Fairfield Green, Four Marks, Alton, Hants GU34 5BL
- email to the Data Protection Lead: hrrc.membership@gmail.com

Part A. Your information

Your title:	
Surname:	
Forename(s):	
Address:	
Telephone number:	
Email address:	
Any other names by which you have been known:	
Relationship to HRRC (e.g. supporter, donor, member):	



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Part B. Your request

Please provide a description of your request and any further information which will help us to locate your personal data e.g. the type of document that the personal data was provided in (application form, email, letter etc), approximate dates of the information requested (e.g. between January 2015 and March 2016), who the information was provided to.

Part C. Proof of identity

We must be certain as to the identity of the person making a subject access request.

Please send a photocopy of one form of identification containing a photograph (e.g. passport, photo card driving licence) to the Data Protection Officer.

If you are unable to provide this documentation, please contact us to discuss alternative arrangements.

Part D. Declaration

I am the Data Subject named in Part A of this document, and hereby request that HRRRC provides me with a copy of my personal data as described in Part A.

I have provided my proof of identity.

Signature:

Date: