

**This form is for any person who wishes to apply for access to personal data held by 5th Colchester Scout Group. Please read the Subject Access Request Guidance Notes below before completing this form. A separate form should be completed for each individual.**

NOTE: This is not a mandatory form – Subject Access requests made in other formats will also be accepted but this form is designed to speed up the process.

## **Subject Access Request Guidance**

### **Please read before filling in the Subject Access Request Form**

#### **Which sections should I complete?**

**Sections 1, 2, 3, 4 and 5** should be completed for all applications.

**Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative)** should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

**Section 3 (Proof of the applicant's identity)** - If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

This form is designed to assist the process of making a subject access and, as a consequence, may speed the process up; but it is not mandatory, all subject access requests made in other formats will also be processed.

#### **What information will help with the processing of my subject access request?**

Identification of relevant records will be easier if you can provide a current passport or drivers licence.

If you cannot provide us with satisfactory proof of identity, your application will be rejected and any fee already paid will **not** be returned.

#### **What information does 5th Colchester Scout Group hold?**

5th Colchester Scout Group holds information relevant to the conduct of its functions which will include, but not be restricted to, your name, address, telephone number, date of birth, email address, allergies and disabilities.

#### **How long will it take to get my data?**

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection Act, and have provided sufficient information, you should receive a response within 14 days from the date that we accept your application for processing.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker disclosure.

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

## General Notes

- We will not acknowledge your application in writing but we will provide you with a reference number when we write to you.
- The fee for a Subject Access Request is £10.  
We accept postal orders made out to '5th Colchester Scout Group'
- When we process information requests for children aged 16 or over and spouses, we require their signature of authority before disclosing data. A separate application form should be completed for each individual and additional fee submitted. Sections, 4 and 5 should be completed by a parent/guardian for a child under 16.
- We will not disclose information by email or telephone. Disclosure by post is usually made by first class post to the address you provide in section 2 or, if appropriate, to your representative named in section 6.

## Checklist

- Have you completed all relevant sections of the form?
- If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?
- If you are submitting the form yourself, have you signed the form at Section 5?
- 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 3 (one from each of A and B)?
- Have you enclosed the fee of £10 per SAR postal order payable to 5th Colchester Scout Group?
- Have you signed the declaration in Section 5?
- Have you provided as much information as possible to enable us to find the data you require?

## Please send your completed form, proof of identity and fee to:

bookings@5thcolchesterscoutgroup.org.uk

## Section 1 – Applicant Details

Title (please tick one):	Mr Mrs Miss Ms	Title (please state):
Forename(s):		
Family Name:		
Previous Family Name:		
Other name(s) known by:		
Date of Birth (dd/mm/yyyy):	...../...../.....	Male or Female
Nationality:		
Place of Birth:		

## Section 2 – Applicant Details

Current Address:	



## Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that 5th Colchester Scout Group may need to obtain further information from me/my representative in order to comply with this request.

I enclose a cheque/postal order for £10 made payable to 5th Colchester Scout Group.
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Signature of Applicant:	Date:
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## Section 6 – Representative Details

(If completed 5th Colchester Scout Group will reply to the address you provide in this section)

Name of Representative:	
Company Name:	
Address & Postcode:	
Daytime Telephone No:	
Email Address:	

## Section 7 – Proof of the Representative's identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

**Please DO NOT send an original passport, driving licence or identity card**

### List A (photocopy of one from below)

### List B (plus one original from below)

Passport/Travel Document		A letter sent to you by the Passport Office	
Photo driving licence		Utility bill showing current home address	
Foreign National Identity Card		Bank statement or Building Society Book	

## Section 8 – Authority to release information to a Representative

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

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

If the applicant is signing as the guardian of a child under 12, proof of legal guardianship must also be provided.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the Data Protection Act 1998.
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Signature of Applicant:	Date:
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Signature of Representative:	Date:
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**Section 9 – Timescale**

If you have specific reasons for requiring data by a specific date please give details below:

(a) Date required:
(b) Reason (please state and supply supporting evidence):