

Subject Access Request (SAR) Form – Ulverston Amateur Swimming Club

You can use this form to make a Subject Access Request for information we hold about you or a child, but you do not have to. To help us respond appropriately, please provide as much information as possible.

Enquirer's full name:

Enquirer's postal address: (including postcode)

Enquirer's telephone number:

Are you the person who is the subject of the records you are enquiring about i.e. the "Data Subject"? (please circle one answer) YES or NO

If you are NOT the Data Subject and are enquiring about a child's records, do you have parental responsibility for that child? (please circle one answer) YES or NO

IF you DO have parental responsibility for the child whose records you are requesting access to, please tell us:

The name of the child or children on whose behalf you are making the Subject Access Request:

What your data concern or area of concern is:

What specific information or topic(s) you want access to (in your own words):

Additional information you think we need to process your request:

Please tell us where you would like us to send the information if different from above. Full name of person to return to:

Full return postal address: (including postcode)

Data Subject Declaration

Please supply the information about me or my child or children that I am entitled to under the General Data Protection Regulation relating to the area of concern or the information I have specified above.

I agree that the reply period will commence when I have supplied sufficient information to enable you to comply with my request.

I consent to the reply being disclosed and sent: (please tick all that apply)

- to me at my address as stated at the top of this form or
- to the name of the person to return to and at the return postal address I have given above and who I hereby authorised to receive such information.

Signature of data subject (or parents of)

Date:

Name of data subject (or parents of) PLEASE PRINT