Data subject access request form (UK)

1. **REQUESTER NAME (DATA SUBJECT) AND CONTACT INFORMATION**

In order for us to respond to your request, we ask that you submit this request electronically via email to Options-Compliance@options.co.uk with any of the information requested in this form.

We expect to respond to your request within one month of receipt of a valid request. You do not have to use this form but using this form should make it easier for you to check you have provided us with all relevant information, including proof of identity, and for us to process your request.

In addition to exercising your access right, you have the right to:

* Request correction or erasure of your personal data.
* Restrict or object to certain types of data processing.

Make a complaint with the local data protection authority (in the UK this is the Information Commissioner, see ico.org.uk).For more information on your rights, see Options' Privacy Notice available here: [Privacy and Cookie Policy June 2020.docx](https://mariestopes-my.sharepoint.com/%3Aw%3A/g/personal/v_icheku_options_co_uk/Efjt2slFlHFBtSy2q15Hi0ABOj24h_gsVy7qo4bo7RnXkA?e=8zRSx5).

|  |  |
| --- | --- |
| **First and last name:** |  |
| **Any other names that you have been known by (including nicknames and previous surnames):** |  |
| **Home address:** |  |
| **Date of birth:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Are you a current or former employee of Options?** |  |
| **If so, please provide your employee email address (if known) and your approximate dates of employment** |  |

1. **PROOF OF DATA SUBJECT’S IDENTITY**

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows; your name, date of birth and current address. We accept a photocopy or a scanned image of one of the following as proof of identity:

* Passport or photo identification such as a driving licence.
* Birth or adoption certificate.

And one of the following documents, dated within the last three months:

* Bank or credit card statement
* Utility bill

If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact the Legal and Compliance team on Options-Compliance@options.co.uk for advice on other acceptable forms of identification. We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you.

We reserve the right to refuse to act on your request if we are unable to identify you.

1. **REQUESTS MADE ON A DATA SUBJECT'S BEHALF**

Please complete this section of the form with your name and contact details if you are acting on the data subject's behalf.

|  |  |
| --- | --- |
| First and last name: |  |
| Home address: |  |
| Date of birth: |  |
| Telephone number: |  |
| Email address: |  |
| What is your relationship to the data subject (for example, solicitor, other adviser, parent, carer)? |  |
| Do you have legal authority to request the data subject's information? |  |
| If the data subject is under 13, do you have parental authority to act for them? |  |

Please provide a copy of the documents listed in section 2 of this form to proceed.

We also require proof of the data subject's identity before we can respond to the request. To help us establish the data subject's identity, you must provide identification that clearly shows the data subject's name, date of birth and current address. We accept a photocopy or a scanned image of the documents listed in section 2 of this form.

If the data subject has changed their name, please provide the relevant documents evidencing the change.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf:

* A written consent signed by the data subject.
* A certified copy of a power of attorney.
* Evidence of parental responsibility.

We may request additional information from you to help confirm the data subject's identity. We reserve the right to refuse to act on your request if we are unable to identify the data subject or verify your legal authority to act on the data subject's behalf.

1. **INFORMATION REQUESTED**

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data. For example, you may specify that you are seeking:

* Employment records or personnel records.
* Pensions or other benefit records.
* Personal data held by a particular department in which case you should name the department.
* Health records.
* Email or other electronic communications (specify the approximate dates, times and correspondents).
* Billing information.
* Photographs.
* Video footage.
* User activity logs.
* Transaction histories.
* Correspondence between Options’ staff between particular dates. Please provide names of staff and the dates between which you are asking us to search.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all the information we need to locate your personal data.

In response to your request, we will provide you with the information we are required to provide, including information on:

* The purposes of processing.
* Categories of personal data processed.
* Recipients or categories of recipients who receive personal data from us.
* How long we store the personal data, or the criteria we use to determine retention periods.
* Any available information on the source of the personal data if we do not collect it directly from you.
* Whether we use automated decision-making, including profiling, meaningful information about the auto-decision logic used, and the significance and consequences of this processing.
* Your right to:
	+ request correction or erasure of your personal data;
	+ restrict or object to certain types of processing with respect to your personal data; and
	+ make a complaint to the local data protection authority.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, consider if it is otherwise reasonable to provide it to you or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would infringe the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all the personal data that we hold about you, or we may have destroyed, erased or made your personal data anonymous in accordance with our record-retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

**SIGNATURE AND ACKNOWLEDGEMENT**

I, [PLEASE INSERT YOUR NAME HERE], confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that:

* Options must confirm proof of identity and may need to contact me again for further information.
* My request will not be valid until Options receives all the required information to process the request.
* I am entitled to one free copy of the personal data I have requested, and acknowledge that, for any further copies I request, Options may charge a reasonable fee based on administrative costs.

If you would like to receive a copy of the personal data you are requesting access to, please note that we will provide it in electronic format. If you require hard copies instead please indicate below.

|  |  |
| --- | --- |
| Hard copy required | YES [ ]  |

………………………………………

Signature

………………………………………

Date

**[AUTHORISED PERSON SIGNATURE]**

I, [PLEASE INSERT YOUR NAME HERE], confirm that I am authorised to act on behalf of the data subject named in this request. I understand that Options must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

………………………………………

Signature

………………………………………

Date