

## SUBJECT ACCESS REQUEST FORM



### 1.0 Introduction

- 1.1 In compliance with The General Data Protection Regulations the Charity is required to ensure that, if requested, individuals have the right to access their personal data and supplementary information.
- 1.2 The right of access allows individuals to be aware of and verify the lawfulness of the processing
- 1.3 Individuals can submit a Subject Access Request as outlined within this document.

### 2.0 Definitions

- 2.1 In this policy, "we", "us" and "our" refer to WMSAR.
- 2.2 Data Protection Officer refers to a member who, from time to time, may be nominated to the position by the Trustees to fulfil the duties as determined by the Regulations. If no specific person is nominated the duties will revert to the Trustees.
- 2.3 The tasking authority is relevant statutory body, typically a UK Police Authority, requesting the services of the charity for the purposes of searching for, tracking, finding and removing to a place of safety a missing or vulnerable person(s) including the processing of data to provide statistical information on their possible track and location.

### 3.0 Purpose

- 3.1 WMSAR is obliged under the General Data Protection Regulations to have in place a framework designed to ensure the security of all personal data during its lifecycle, including clear lines of responsibility.
- 3.2 This Policy sets out the procedure to be followed to ensure a consistent and effective approach is in place for managing data breach and information security incidents across WMSAR.

### 4.0 Information

- 4.1 The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the processing.
- 4.2 Information must be provided free of charge. However, we can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.
- 4.3 We may also charge a reasonable fee to comply with requests for further copies of the same information. This does not mean that you can charge for all subsequent access requests.
- 4.4 Information must be provided without delay and at the latest within one month of receipt.
- 4.5 We will be able to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, we will inform the individual within one month of the receipt of the request and explain why the extension is necessary.
- 4.6 Where requests are manifestly unfounded or excessive, in particular because they are repetitive, we can:
  - 4.6.1 charge a reasonable fee; or
  - 4.6.2 refuse to respond.
- 4.7 Where we refuse to respond to a request, we will explain why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.
- 4.8 We have to verify the identity of the person making the request, using 'reasonable means'.
- 4.9 If the request is made electronically, the individual should provide the information in a commonly used electronic format.

SUBJECT ACCESS REQUEST FORM.....

4.10 We are unable to provide remote access to a secure self-service system to provide the individual with direct access to his or her information; other than to team systems where the individual has an authorised login account.

**5.0 Procedure**

5.1 Please use this form to submit a subject access request to us.

5.2 A standard fee of £10 is chargeable for each subject access request. [Please make cheques payable to West Mercia Search and Rescue].

5.3 The fee will not be charged, or in the event of an electronic transfer reversed without undue delay, unless we, on receipt, decide that the request is manifestly unfounded, excessive, or a repetition.

5.4 Please return your form in an envelope, together with any fee, marked PRIVATE AND CONFIDENTIAL, and addressed to West Mercia Search and Rescue, c/o RCF, Park Lane East, Tipton, DY4 8RF

<b>Instructions: please complete in black ink and BLOCK CAPITALS</b>			
<b>Details of individual whose information is requested</b>			
Full Name:			
Existing relationship with us	<i>(if any e.g. member, supporter, supplier)</i>		
Full postal address:			
Contact telephone:			
Email address:	<i>(insert this if you are acting on your own behalf and you wish us to email the requested information to you)</i>		
<b>Details of person (if any) acting on behalf of the individual whose information is sought</b>			
Title:	<i>(Mr, Mrs, Ms, Miss, DR etc)</i>	Date of Birth:	<i>(DD/MM/YYYY)</i>
First Name(s):			
Last Name:			
Postal address:			
Email address			
Contact telephone:			
Existing relationship, if any:			
Person acting in official capacity:	<i>(insert firm/organisation name)</i>		

<p><b>The information you require:</b>                  Please state the information which you require, providing as much information as you can to enable us to locate the information which you seek (providing dates where appropriate). Please note that you are only entitled to your <u>own</u> information under the Data Protection Act 1998:  <b>FORMAT FOR RETURN OF INFORMATION:</b> [ ] EMAIL OR [ ] [PAPER COPIES</p>		
<p><b>Declaration (to be signed where you are making the request on your own behalf)</b>                  I confirm my right to have access to the information I have requested. I have enclosed the identification information required in support of my request and I have enclosed the processing fee.</p>	Signed.....	Date.....
<p><b>Third Party Declaration</b>                  To be completed where a representative has been appointed and is acting on behalf of the individual whose information is requested e.g a lawyer or other authorised third party, Court of Protection deputy or attorney (acting under an appropriate power of attorney).                  I confirm my right to have access to the information I have requested. I have enclosed the identification information required in support of this request and I have enclosed the processing fee.</p>	Signed.....	Date.....
<p><b>Evidence of identity</b>                  Please note that where you are making the request on your own behalf you will need to attach certified copies of your identity [INSERT ORGANISATION'S REQUIREMENTS HERE E.G. COPY OF PASSPORT, PHOTO DRIVING LICENCE, RECENT UTILITY BILL ETC.]</p>		
<p><b>Third party evidence of authorisation</b>                  Please note that you must attach to this form evidence of your legal authorisation to make this request on behalf of the individual concerned e.g. original signed letter from the requester or other legal authority including original/certified copy of power of attorney/Court of Protection deputyship order. In addition, we will require evidence of your own identity [INSERT ORGANISATION REQUIREMENT AS ABOVE].</p>		

<b>Checklist for requester:</b>	
All relevant sections of the form are complete	
Form signed and dated by requester or by his/her representative	
Original/certified copy of ID of requester	
Original/certified copy of ID of requester's representative	
Original/certified copy of authorisation document of requester's representative	
Cheque for £10 fee enclosed (if applicable)	
<b>Office Use Only:</b>	
Date of SAR	
Date Received	
Note: actions required	
ID of requester verified	
ID of representative verified	
£10 fee paid	
Receipt attached	
Validated by.....	
SAR entered onto Log	