



Subject Access Request form

CCS acknowledges the rights of individuals as set out in the Data Protection Act 1998 and General Data Protection Regulation 2018, and we aim to respond promptly and appropriately to any Subject Access Request received. Subject Access requests made in other formats will also be accepted but this form is designed to speed up the process.

This form is intended to be used by individual data subjects. If you are not the data subject, but an authorised representative, you will also need to provide your own details and proof of identity, as well as evidence of your right to act on the applicant's behalf.

CCS will not make a charge for responding to Subject Access Request, although if repeated requests are made we may need to recover our costs. We aim to respond within 30 days of receiving your request, but may need to confirm details with you or ask further questions to establish what data we hold.

Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Title (please state):
Forename(s):	
Family Name:	
Other name(s):	
Date of Birth :/...../.....
Current Address:	
Postcode	

Section 2 – Proof of the applicant's identity

Before we can respond to your request we need to confirm your identity. Along with this request please provide two copies of documentation which confirm your name, date of birth and current address. This can include birth certificate, passport, driving licence, bank statement, utilities or council tax bill.



Section 3 – Details of Information Required

Please use the space overleaf to give us details about the information you are requesting, for example by including dates and stating specific documents you require (use extra sheets if necessary). This will help us to respond to your request and provide the information you require.

Please also indicate how you wish to receive the information. This can include electronic format, hard copies by post, you will collect in person, or be shown the information at our Office by a member of staff. If you require the response by email please include your email address.

Section 4 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates. I understand that the Community Council for Somerset may need to obtain further information from me/my representative in order to comply with this request. This section should be completed by a parent or individual with parental responsibility if the data subject is under 13.

Signature of Applicant:	Date:
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Please return the completed form to CCS, Victoria House, Victoria Street, Taunton, TA1 3JZ, or email to info@somersetccc.org.uk.

CCS may use personal/sensitive data for the purposes of managing the charity, its memberships, consultations, finances, running and marketing events, staff employment, and its fundraising activities. Data may be retained for legitimate purposes to comply with legislative and contractual purposes. If you would like to find out more about how we use your data or want to see a copy of information about you that we hold, please contact info@somersetccc.org.uk or call 01823 331222. Protecting your Personal Data is important and we fully comply with the Principles of Data Protection set out in our Data Protection / Privacy Policy visit:

www.somersetccc.org.uk/ccs-policies