



Subject Access Request Form

Notes for completion:

Please complete this form if you would like to make a Subject Access Request (although you can make your request in any format you wish).

In making a Subject Access Request you are asking Hull Culture and Leisure Ltd to confirm to you:

- That it processes your personal data, and
- To obtain access to that data.

We will process your request in accordance with the General Data Protection Regulation (GDPR – further information can be found at <https://ico.org.uk/for-the-public/personal-information/>). Our Privacy Statement (<https://www.hcandl.co.uk/about-us/company-information/privacy-statement>) provides full details of how we process your data and keep it safe.

You may use this form to make your request although you can make your request in any format you choose. You should attempt to provide us with all of the information indicated to enable us to process your request efficiently.

If you making a Subject Access Request on behalf of another individual you must have evidence that you have authority to do so, for example written authority or power of attorney and complete declaration B below. In such cases we may send the information to the individual the data refers to as well, or instead of, the person making the request.

Please email this form to: info@hcandl.co.uk or send it to:

Hull Culture and Leisure Ltd, Dock Office Chambers, New Cross Street, Hull, HU1 3AR.

In certain circumstances we may make a charge to provide this data, if this is the case we will contact you with details and the reason why a charge is to be applied.

We will respond to you request within one calendar month of the date it was received starting from the next calendar day.

Personal details	
Name:	
Telephone number:	
Email address:	
Home address:	
Which Services provided by Hull Culture and Leisure do you seek information from, tick all that are relevant.	

Leisure & Parks	Libraries	Heritage & Culture	Cafes & Catering	All
Relevant dates:	FROM:		TO:	
Information sought				
Please use the space below to describe, in as much detail as possible, the information you wish to have access to.				
A. Declaration if applying to access own data				
I confirm that I am the individual named above and the information requested above is in relation to me. I understand that I will be required to provide evidence to verify my identity.				
Your signature:				
Date:				
B. Declaration if applying to access data on behalf of another individual				
I confirm that I have proper authority to make a Subject Access Request on behalf of the individual named above. I understand that I will be required to provide evidence to verify my identity and of the authority given to me to make this request on behalf of the individual named above.				
Your Name:				
Your Address:				
Your signature:				
Date:				

C. FOR HCL USE ONLY:		
1	Date request received by HCL, including Contact Centre or CSC:	
2	Received by (Staff name):	
3	How was the request made (verbally, over the phone etc)	
4	Proof of identification seen: Must be one of the following: Drivers Licence or Passport (note number of document seen) Or A recent utility bill or bank statement (note type and date) and a bank/building society card or savings book	
5	Evidence of authority if a request is being made on behalf of another individual.	
6	Date sent to HCL admin:	
7	Date allocated for information gathering:	
8	Allocated to:	
9	Deadline for submitting information to HCL admin:	
10	Date response is provided to requester:	
11	Summary of response:	