**Girlguiding Subject Access Request (SAR) form**

Data protection legislation allows an individual to control the data that an organisation holds about them.

If you would like to receive a copy of the information that Girlguiding hold about you, please complete this form and send or email it to the data protection team at [data.protection@girlguiding.org.uk](mailto:data.protection@girlguiding.org.uk).

Personal information requested on this form is necessary to enable the Girlguiding data protection team to process this Subject Access Request. The information you supply will only be used for the purpose of identifying the personal data you are requesting, and for responding to your request. Information will be stored securely and in line with Girlguiding’s retention schedule.

**Section 1:**

**Details of the person requesting the information**

|  |  |  |
| --- | --- | --- |
| Full Name |  | |
| Postal Address |  | |
| Phone number |  | |
| Email address |  | |
| Please tick to indicate your status; | Girlguiding member |  |
| Membership Number: |
| Parent of member |  |
| Staff Member – Please read “SAR Guidance for Employees” before submitting your request |  |
| Other  Please specify |  |

**Section 2:**

**Details of the Data Subject (complete if different from Section 1)**

The data subject is the person whose information is being requested in this Subject Access Request.

|  |  |
| --- | --- |
| Full Name |  |
| Former Name (if applicable) |  |
| Postal Address |  |
| Phone number |  |
| Email address |  |

**Section 3:**

**Authority to act on the data subjects behalf (Only complete if section 1 and 2 are different).**

This section should only be completed if you are making the request on behalf of someone else. If you are not the data subject, and are acting on behalf of the data subject, we need to know what gives you the legal authority to act on the data subjects behalf, please state below your relationship with them (e.g. parent, solicitor, holder of power of attorney).

|  |  |  |
| --- | --- | --- |
| Please tick to indicate relationship to data subject; | Parent or legal guardian |  |
| Solicitor |  |
| Holder of power of attorney |  |
| Other  (Please specify) |  |

**Section 4:**

**Information Being Requested**

Please provide specific details along with relevant dates of the information being requested. The more specific you can be, the easier it is for us to quickly provide you with the records requested.

In the spaces below describe the specific information you are requesting, provide as much detail as possible.

|  |  |
| --- | --- |
| Please provide me with a copy of records between the **dates** specified below: | |
|  | |
| Please provide me with a copy of records relating to the **incident** specified below: | |
|  | |
| Please provide me with a copy of records relating to the **case** specified below: | |
|  | |
| Please provide the **area** you are requesting information from if known (e.g. Insurance, Safe practice, HR, Membership systems): | |
|  | |
| Please provide any other details of specific information you require: | |
|  | |
| Please provide me with a copy of all (FULL) records held |  |

**N.B.** If you are making a Subject Access Request and the information you request reveals details about another person, we will need to seek the consent of that individual before this information can be disclosed. In circumstances where disclosure of information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you. In this case you will be provided a reason for this decision. Information covered by a legal professional privilege or obligation cannot be disclosed.

**Section 5:**

**Previous Subject Access Requests (if applicable)**

|  |  |
| --- | --- |
| Date of previous SAR |  |
| Reference number of previous SAR |  |
| Name previous SAR was made under |  |

**Section 6:**

**Declaration**

By signing below, you confirm that you are the data subject named in this Subject Access Request Form or that you are entitled to make the request above under the terms of the GDPR.

If you are a Staff Member, you confirm you have read the “SAR Guidance for Employees”

**N.B.: It is a criminal offense to obtain another person’s personal information by deception.**

|  |  |
| --- | --- |
| Full Name |  |
| Signed |  |
| Date |  |

**Section 7:**

**Format to receive Subject Access Request pack**

|  |  |
| --- | --- |
| Paper copy |  |
| Electronic copy |  |

**Section 8:**

**Further Information – what happens next**

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Subject Access Request. We will then start processing this request.

If your request is valid but we are unable to identify you, we will advise you further about additional information we may require. Once we have all the required information we will start processing this request.

We will respond to all Subject Access Requests within one month of receipt. All Subject Access Requests should be completed within one month. However, if your request is complex we will extend this to a maximum of three months. If we extend your Subject Access Request we will inform you in writing, within one month of your request, including the reasons for the delay.

If you have sent us an invalid request we will inform you in writing and advise you as to why your applications has been rejected.