

**GDPR / DATA PROTECTION ACT 2018
DATA SUBJECT ACCESS REQUEST FORM**

Please refer to the guidance notes provided at the end of this form before completing it.

1. Your Details

Name: (first names, middle names, and surname)	
Mr / Mrs / Ms / Miss:	Date of Birth:
Current Address:	Previous Address:
Daytime Telephone Number:	
Email Address:	

You will be asked to provide proofs of your identity and address. Please see guidance notes

2. Whose information are you requesting? (Please tick the relevant box)

- ☐ My own (please now go to section 4)
☐ Someone else's
☐ Both my own and someone else's

3. If you are requesting someone else's information, whose is it? (Please provide their details)

Name: (first names, middle names and surname)	
Mr / Mrs / Ms / Miss:	Date of Birth:
Current Address:	Previous Address:

Head Office: Broadway House,
80-82 The Broadway,
Stanmore HA7 4HB
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Patron Her Majesty The Queen

Presidents Lord Mendelsohn
& Lady Mendelsohn CBE

Vice President Ronnie Harris

Chair Neville Kahn

Registered office as left. Norwood Ravenswood is a company limited by guarantee registered in England and Wales no.3263519 and registered as a charity in England and Wales no.1059050



Daytime Telephone Number:

Email Address:

Your relationship to this person: (please tick the relevant box)

"I am the..." ☐ Mother ☐ Father ☐ Other (please explain below)

You will be asked to provide proofs of your entitlement to request information on someone else's behalf. Please see the attached Guidance notes

4. Details of the information you are requesting (please include any known reference numbers)

Norwood Services / Departments that you think hold the information you are requesting:

Place / Office where the information is held, if known to you:

Please describe the information you want to access/rectify/erase/object/restrict:

5. Proof of Identification and/or Entitlement

Tick two documents supplied as proof of identity (see note 3 in the Guidance notes):

- ☐ Recent (less than 3 months old) utility bill (original)
- ☐ Bank Statement (Original)
- ☐ Passport or Photo ID Driving Licence
- ☐ Change of name document(s) if relevant

Patron of Adult Services Norma Brier OBE

Patron of Children's Services Cherie Blair CBE QC

Patron of Volunteering Services Chief Rabbi Ephraim Mirvis

Honorary Life Presidents Sir Trevor Chinn CVO, David Ereira,
Clive Marks OBE, Sir Evelyn de Rothschild, Carol Sopher

Trustee Board Angela Hodes, David Smith, Gary Sacks,
Glynnis Joffe, Justine Harris, Tim Isaacs, Linda Goldberg,
Neville Kahn, Philip Hertz, Rachael Davis-Stollar, Tamara
Finkelstein CB, Julia Chain

Chief Executive Dr Beverley Jacobson

5a. Document(s) supplied as proof of **entitlement** (see note 4 in the Guidance notes). Please describe what documents you are providing:

6. Submitting the Request Form

The completed Subject Access Request form and supporting proof of identity and entitlement (if relevant) should be taken or sent to:

The Data Protection Officer
Norwood, Broadway House, 80-82 The Broadway, Stanmore, Middlesex, HA7 4HB

Signature of Applicant:	Date:
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For Office Use Only: Date Request Received: Date Reply Sent (within 30 days of request acceptance):
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**GDPR / DATA PROTECTION ACT 2018
SUBJECT ACCESS REQUEST FORM
GUIDANCE NOTES**

1. Personal details

Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible, for example, previous addresses with dates. Use a separate sheet of paper if required.

2. Details of the information you require

You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. If the information you require is held in only one place you should identify that place if you can, for example a particular office or service. You should also give any relevant reference numbers that might be used for you. These details are required to assist location of your information so you can be given a copy of everything held about you, as required by the Act.

3. Proof of identification

*Proof of name and address is required to ensure we only give information to the correct person. **We require two original pieces of documentation**, for example, a recent utility bill (less than 3 months old), bank statement (photocopies are not acceptable) showing your name **and** address. In some cases, additional details such as a passport or photo ID driving licence may be required due to the sensitive nature of information held. Proof of change of name document(s), if relevant; release of financial, or education records will normally require this additional information.*

4. Proof of entitlement

Under the Data Protection Act, only the data subject has a right to ask to see their own records. We normally expect the subject access request to be made by the data subject; all individuals aged 16 or over should make their own subject access requests if they have the mental capacity to make their own decisions (mental capacity as defined in the Mental Capacity Act 2005) unless they appoint someone else to make the subject access request on their behalf.

People making subject access requests on behalf of the data subject need to demonstrate that they have the right to do so. We require one of the following proofs of this right:

a) A person making a subject access request on behalf of a person with mental capacity aged 16 or over

Proof of permission to make the subject access request – a signed letter or consent form from the data subject (we may contact the data subject for confirmation that we can release the information to you).

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b) A person making a subject access request on behalf of a person lacking mental capacity

aged 16 or over

For persons aged 16 or over, proof of a valid Lasting Power of Attorney or an Enduring Power of Attorney or proof of Court-appointed Deputyship.

5. Keep your documents secure

Always send important documents by recorded / special / registered delivery as appropriate or by bringing them to Norwood's head office at: Norwood, Broadway House, 80-82 The Broadway, Stanmore, Middlesex, HA7 4HB. Norwood cannot be held liable for items lost in the post. Norwood undertakes to return documents safely by recorded delivery.

6. Payment

Currently a fee is not charged for Subject Access Requests but Norwood reserves the right under the Data Protection Act to charge a search fee of £10.00 in the future, for each separate request. The fee, if charged, is not refundable if the result of the search shows that there is no information to be supplied and searches may attract an additional £10 fee if more than one person's records are requested.

Please Note:

Children or young people aged 12 – 15 years:

Please note that if you make a subject access request on behalf of a child or young person aged 12 – 15 years, we may independently seek their consent to release the documents to you, even if you have parental responsibility for them. If they are deemed competent to make this decision, we will abide by it. This means that we may not disclose their information to you, should they refuse their consent.

Subject access requests on behalf of persons lacking mental capacity:

Please note that Norwood will only release information if we can establish that the disclosure is justified, having balanced the person's best interests and the public interest against the person's right to privacy.

If you have any questions relating to identification requirements or any other aspect of a subject access request, you can email us at dataprotectionofficer@norwood.org.uk or telephone us on 020 8809 8809.