

SUBJECT ACCESS REQUEST FORM

If you wish to request a copy of any personal data we hold about you or information about how we process your data, you are entitled to do so under the General Data Protection Regulation and Data Protection Act (2018). You are entitled to request any inaccurate data be corrected, to restrict our processing of your data or request your information be deleted.

Any information you supply in this form will only be used to identify the relevant personal data and respond to your request. You are not obliged to use this form to make a request, but doing so will make it easier for us process your request quickly and easily. You can also make a subject access request by post or email to the Data Protection Officer (see below contact details). Your completed form should be returned to the Data Protection Officer.

There is no charge for this service. We aim to reply as promptly as possible within one calendar month once all the relevant information has been received. Some more complicated requests may take longer; you will be advised if this is the case. Subject access requests which are unfounded, excessive or unreasonable may be refused and you will be advised if this is the case.

Data Protection Officer:

Kelli Cleland

Email: kelli.cleland@volunteernow.co.uk

Address: Volunteer Now, Skainos Centre, 239 Newtownards Road, Belfast, BT4 1AF

Telephone: 028 9023 2020

Section 1: Your Details

Name:

Address:

Telephone Number:

Email:

Section 2: Are you the Data Subject?

YES I am requesting my own data

NO I am requesting data on behalf of someone else.

Please state nature of relationship with Data Subject:

Please note you will be required to produce proof of identity before information can be released. The Data Protection Officer will advise what is required.

Section 3: Data Subject's Details (if different from Section 1)

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Relationship to Volunteer Now:
e.g. volunteer, employee, member, etc _____

Section 4: What information are you requesting?

Please describe the information you are seeking, giving as much detail as possible. Please provide any relevant details you think will help us identify the information you are requesting.

Please continue on a separate sheet if necessary.

Section 5: Declaration

I confirm that I have read and understood the terms of this Subject Access Request Form and that the information provided in this form is true. I understand that it is necessary for Volunteer Now to confirm my identity (or that of the Data Subject) and that it may be necessary for Volunteer Now to contact me for more information before they can respond to the request.

Signed: _____ Date: _____

For Further Information

For more information about how Volunteer Now uses your personal data, please see our Privacy Policy available at: <http://www.volunteernow.co.uk/privacy-policy>.

For more information about your rights in relation to Data Protection, please contact the Information Commissioner's Office or visit: <https://ico.org.uk/>.

For Staff Use Only

Form Received By: _____ Date _____

Forwarded to: _____ Date _____