

## Data Subject Access Request Form

### 1 Details of person requesting the information

Full name	
Address	
Tel. No.	
Email address	

### 2 Are you the data subject? Is the information about you?

- YES** If the information is about you, please supply evidence of your identity as set out in Making a Subject Access Request. **Go to Section 5.**
- NO** Are you acting on behalf of the data subject with their written authority? If so, please send that authority to us **Go to Section 3.**

### 3 Details of the data subject [if different from Section 1]

Full name	
Address	
Tel. No.	
Email address	

### 4 Describe your relationship to the data subject

**5 Describe the information you want.**

Please include relevant details that will help us to identify the information you require.

**6 DECLARATION: to be completed by all requestors**

I.....[name] certify that the information on this application form to Modes Users Association is true. I understand that it is necessary for Modes Users Association to confirm my/the data subject’s identity [delete as appropriate] and it may be necessary to obtain more specific information in order to locate the correct personal data required.

Signature	Date
-----------	------

**Note** We must respond to your request within 1 month. This period will begin once we have established your identity and any relevant details have been received.

**7 Please return the completed form including the Declaration**

By post           Data Protection Officer  
                      Modes  
                      Sadler Bridge Studios  
                      Bold Lane  
                      Derby  
                      DE1 3NT

Or email           dataprotection@modes.org.uk

**8 Documents which must accompany this request:**

- Evidence of your identity
- Evidence of the data subject’s identity [if different from above]
- Authorisation from the data subject to act on their behalf [ if applicable]
- Signed declaration in this Form