



Subject Access Request Form

1. Are you employed by Nexus? Yes No

2. If you are employed by Nexus what position do you hold?

3. Please provide the details of the person requesting the information:

Full Name: _____

Address: _____

Telephone Number: _____

Email: _____

4. Are you the Data Subject: Yes No

5. If you are the Data Subject, please provide the following:

5.1 Driving licence or passport or other document showing name and signature;

5.2 A recent bill (e.g. credit card bill, bank statement or utility bill) or insurance document showing name and address; and

5.3 A stamped, addressed envelope for return of proof of authority documents if original documents provided.

6. If you are not the Data Subject please provide full details of you and the Data Subject:

Data Subject Name: _____

Your Full Name: _____

Address: _____

Telephone Number:

Email:

7. If you are not the Data Subject please provide:-

7.1 Proof that the Data Subject has authorised you to request data on their behalf. A signed letter authorising you to act on behalf of the Data Subject will be sufficient;

7.2 If you have parental responsibility for a member and you are asking for information about that member:

7.2.1 Evidence of your identity; and

7.2.2 If requested, evidence that you have parental responsibility for that member; and

7.3 A stamped, addressed envelope for return of proof of authority documents if original documents provided.

Scope of Request

8. Please provide a description of the personal data that you are requesting and any information you have as to the location of the data. For example, the department or office of Nexus relevant to your request.

Locating the Personal Data

9. If you would like a more general search, please note that we would normally search our supplier database if you are a supplier and our Finance Office, Personnel Files and Payroll Department if you are an employee of Nexus. If there are any other file which you believe we should search, please advise:

Declaration

I certify that the information given on this Subject Access Request form is true and that Nexus may contact me in order to obtain further details about the information requested if this is required.

Signed: _____

Full Name: _____

Date: _____

Where to send your request

Please send this completed form to the Data Protection Officer, Nexus House, 33 St James' Boulevard, Newcastle upon Tyne, NE1 4AX or by email to subject.access@nexus.org.uk

When will I receive a response?

A response will be sent to you within the statutory time limit of one month.

What to do if you aren't satisfied with the response you receive from Nexus

If you aren't satisfied with the response you receive from Nexus you can write to the Data Protection Officer asking for an independent review of your request to be carried out.