

Somerset Archives and Local Studies Service

Somerset Heritage Centre, Brunel Way
Norton Fitzwarren, Taunton, Somerset TA2 6SF

01823 278805



DATA SUBJECT ACCESS REQUEST FORM

To be completed for access to information contained in archives under restricted access,
due to Data Protection Legislation

1. Details of person requesting the information	
Full name:	
Address:	
Tel. no:	
Email address:	
I consent to my details being shared with relevant depositors <input type="checkbox"/> (please tick)	

2. Are you the data subject?
<p>YES: If you are the data subject please supply evidence of your identity, i.e. original or copy of driving licence, passport etc. and as evidence of address a recent letter or bill from a utility company, or a current Archives and Local Studies Service readers ticket. (Please go to question 4)</p> <p>NO: Are you acting on behalf of the data subject with their written authority? If so, that authority must be enclosed. If not, what other legal justification have you for obtaining access to the data? Please note that identification as above must be provided for you and the data subject. (Please go to question 3)</p>

3. Details of the data subject (if different from 1)	
Full name:	
Address:	
Tel. no:	
Email address:	

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4. Please describe the information you are looking for, together with any other relevant information. This will help us to identify the information you require.

Where relevant, please provide full names, details of institutions, relevant dates and document references where known. Please continue on a separate sheet if required.

DECLARATION. To be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

I,, certify that the information given on this application form to the South West Heritage Trust is true. I understand that it is necessary for the South West Heritage Trust to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signature: Date:

Note. The period of one calendar month in which the South West Heritage Trust must respond to the request will not begin until it is satisfied on these matters.

Please return the completed form to Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Taunton, Somerset, TA2 6SF

Documents which must accompany this application:

- 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)

We request that where possible the form is returned to us by post, however, if you need to send it by email, please notify us of your intentions so that we can send you a secure email link, via which the form and evidence can be sent.

Please do not send the form and supporting evidence through an unsecured email system.

DATA PROTECTION

The information on this form will be held and used by the South West Heritage Trust in accordance with the provisions of Data Protection legislation, for the purposes of fulfilling legal obligations. See www.swheritage.org.uk/privacy-policy for our full privacy notice.