

Subject Access Request Form

Please complete the form below if you would like more detail or a copy of your personal data that The British Horse Society processes. This will help us provide you with a quick and accurate response to your enquiry.

Please return this form by

- email to the Data Protection Lead: sarah.clytha@gmail.com

Part A. Your information

Your title:	
Surname:	
Forename(s):	
Address:	
Telephone number:	
Email address:	
Any other names by which you have been known:	
Relationship to XXXXXX (e.g. supporter, donor, member):	

Part B. Your request

Please provide a description of your request and any further information which will help us to locate your personal data e.g. the type of document that the personal data was provided in (application form, email, letter etc), approximate dates of the information requested (e.g. between January 2015 and March 2016), who the information was provided to.

Part C. Proof of identity

We must be certain as to the identity of the person making a subject access request.

Please send a photocopy of one form of identification containing a photograph (e.g. passport, photo card driving licence) to the Data Protection Officer.

If you are unable to provide this documentation, please contact us to discuss alternative arrangements.

Part D. Declaration

I am the Data Subject named in Part A of this document, and hereby request that the British Horse Society provides me with a copy of my personal data as described in Part A.

I have provided my proof of identity.

Signature:

Date: