

BOSP

Subject Access Request Form



Your Individual Rights

Subject to certain exceptions, you have various rights regarding the way BOSP holds personal data. If you wish to exercise these rights, please select the relevant option.

How would you describe your relationship with BOSP?

- I am a service user
- I am a family member of service user
- I am an individual supporter
- I am an employee of BOSP (past or present)

Tell us what you would like to do:

- I would like to know what personal data BOSP processes about me
- I would like BOSP to update/rectify records held about me
- I would like BOSP to delete or stop using my personal data

Please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to BOSP.

The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to BOSP. You are not obliged to use this form, but if you do not, please ensure that all necessary information on this form is provided to BOSP.

You will not usually need to pay a fee to access your personal data. However, if your request is unfounded or excessive, we may charge a reasonable fee for complying with your request, or we may refuse to comply.

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1) Personal Details of Data Subject

Name:(first names, middle names, surname (current and any previous):	
Mr / Mx / Mrs / Ms / Miss:	Date of birth:
Current address:	Previous address:
Daytime telephone number:	
Email address:	

2) Are you the Data Subject?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are the data subject, please go to Section 4	If you are acting on behalf of the data subject, please go to Section 3

3a) Personal Details of the person requesting information (if different from Section 1)

Name:(first names, middle names, surname (current and any previous):	
Mr / Mx / Mrs / Ms / Miss:	Date of birth:
Current address:	Previous address:
Daytime telephone number:	
Email address:	

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3b) Your relationship to the Data Subject that leads you to make this request on their behalf:

3c) Proof of your authority to act on behalf of the Data Subject

You must obtain authority from the data subject before their personal data can be released. You should obtain the data subject's signature below or provide a separate note of authority. This must be an original signature, not a copy.

If the data subject lacks capacity to give authority in this way, you should provide evidence of the authority that you have to act on their behalf, such as proof of legal guardianship or a power of attorney. Please see note 4 of the guidance notes.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulation (Regulation (EU) 2016/679)

Signature of Data Subject:

.....

Date:

.....

4) Details of the information you are requesting

Please provide as much detail as possible; see note 2 of guidance notes for further information. Please continue onto a separate sheet if necessary.

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5) Proof of Identification - Documents supplied as proof of identity (see note 3 of the guidance notes)

- Recent (Less than 3 months old) utility bill
- Bank statement
- Passport **or** Photo ID driving licence
- Change of name document(s) if relevant

Please note: photocopies of original documents are acceptable; however, BOSP reserves the right to see original documents on request at any point during our search, if it is reasonable to do so in the circumstances.

6) Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that BOSP may need to obtain further information from me/my representative in order to comply with this request.

Signature of Data Subject/Representative:	Date:
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There is no fee to pay to make this request. However, if your request is unfounded or excessive, we may charge a reasonable fee for complying with your request, or we may refuse to comply.

The completed application form and supporting proof of identity should be emailed or sent to:

The Data Protection Lead
The BOSP Office
Wat Tyler Country Park
Pitsea Hall Lane
Basildon
Essex
SS16 4UH

privacy@bosp.co.uk

The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex, SS16 4UH
Registered in England and Wales Company No: 5284004 • Registered Charity No: 1107392
01268 553117 • enquiries@bosp.co.uk • www.bosp.co.uk

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Guidance notes

- 1. Personal details:** Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, please give us your previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses you lived at with dates. Use a separate sheet of paper if required.
- 2. Details of the information you require:** You should give as much information and dates as you can to help with our search. If the information you require is held at a particular place, please let us know if you can, for example, it may be held by a particular team, office or school. Please give any relevant reference numbers that might be used for you. These details help us locate your information.
- 3. Proof of Identity:** Proof of name and address is required to ensure we only give information to the correct person. We require two pieces of identification to prove who you are. This should include one piece of photographic identification (passport/driver's license) and recent proof of address (utility bill/bank statement). We consider recent to be less than three months old. The proof of address must show your name, address and recent date. Please send proof of change of name document(s), if relevant.

PLEASE NOTE: Photocopies of original documents are acceptable; however, BOSP reserves the right to see original documents on request at any point during our search, if it is reasonable to do so in the circumstances.

- 4. Proof of Entitlement to Request another person's Personal Information:** Under the Data Protection Act 2018, only an individual (data subject) has a right to ask to see their own records. We normally expect the subject access request to be made by the data subject themselves. All individuals aged 16 or over should make their own subject access requests if they have the mental capacity to make their own decisions (mental capacity as defined in the Mental Capacity Act 2005), unless they appoint someone else to make the subject access request on their behalf.

People making subject access requests on behalf of the data subject need to be able to show that they have the right to do so. We require one of the following to evidence this:

4.1) When the data subject is 16 and over:

A) A person making a subject access request on behalf of a person with mental capacity aged 16 or over

1. Proof of consent – we require a signed letter of consent from the data subject saying that you can access their personal information
2. We require proof of identification and proof of address documents for both the requester and the subject

B) A person making a subject access request on behalf of a person lacking mental capacity aged 16 or over

1. For young persons aged 16-17 years, proof of parental responsibility and lack of capacity.

The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex, SS16 4UH
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01268 553117 • enquiries@bosp.co.uk • www.bosp.co.uk

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For persons aged 18 or over, proof of a valid Lasting Power of Attorney or an Enduring Power of Attorney or proof of Court-appointed Deputyship.

Subject access requests on behalf of persons lacking mental capacity:

Please note that BOSP will only release information if we can establish that the disclosure is justified, having balanced the person's best interests against the person's right to privacy.

4.2) When the data subject is under 16:

C) An adoptive parent making a subject access request on behalf of their child aged below 16 years

1. Adoption Order

D) A person who is not the child's parent making a subject access request on behalf of a child aged below 16 years

1. Residence Order granted by Court, or
2. Special Guardianship Order granted by Court, or
3. Proof of permission to make the subject access request – a signed letter or consent form from a person with parental responsibility and/or from the child (if the child is 12 years or older).

E) A birth parent making a subject access request on behalf of their child aged below 16 years

1. Birth mother (married or unmarried to birth father of child)

1. Child's birth certificate – showing both the named mother, the named child

2. Birth father (married to birth mother of child)

1. Child's birth certificate – showing the named father, the named child and the birth parents' marriage certificate

3. Birth father (unmarried to birth mother of child)

• **For child born before 1 December 2003**

1. Child's birth certificate showing re-registration of the birth after 1 December 2003 and naming the birth father as the child's father, or
2. Parental Responsibility Order granted by Court, or
3. Residence Order granted by Court, or
4. Proof of being appointed the child's Guardian by Court, by child's birth mother or other Guardian, or
5. Parental Responsibility Agreement with birth mother.

• **For child born after 1 December 2003**

1. Child's birth certificate naming the birth father, or
2. (2) to (5) from above for child born before 1 December 2003.

Note: Registration or re-registration of the child's birth requires both the mother and the father being physically present at the registry office and signing the birth register.

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- 5. Keeping your documents secure:** If you're sending originals we advise you send documents by recorded / special / registered delivery as appropriate or by bringing them to The BOSP Office. BOSP cannot be held liable for items lost in the post. BOSP will return originals by recorded delivery, and photocopies only when requested.

If you have any questions relating to a subject access request, you can email us at privacy@bosp.co.uk or telephone us on **01277 624300**. If you are visiting the office, please call ahead of your visit to ensure someone is in the office to meet with you.