

## Subject Access Request Form

This form is for any person who wishes to request access to personal information being held by The Country Trust.

**Please note:** This form is not mandatory, however it is designed to help you provide the information we require, to enable us to comply with your request. You can use different methods including emailing our Data Officer, Alison Smith on [asmith@countrytrust.org.uk](mailto:asmith@countrytrust.org.uk).

Part 1: Details of the person to whom the information request relates (referred to in this form as the 'data subject').					
Title		Surname		First name	
Former Surnames (Maiden name)					
Telephone number					
Email address					
Address					
Town/City			Postcode		
Previous Address					
Town/City			Postcode		
Relationship to The Country Trust (tick as appropriate)	Supporter/Donor	<input type="checkbox"/>	Staff/Volunteer	<input type="checkbox"/>	
	Other	<input type="checkbox"/>			
Please provide one of the following as proof of your ID. - tick as appropriate			Please provide one of the following as proof of your address - tick as appropriate		
Passport	<input type="checkbox"/>		Utility Bill	<input type="checkbox"/>	
Driving Licence	<input type="checkbox"/>		Driving Licence	<input type="checkbox"/>	
Other ID document	<input type="checkbox"/>		Bank Statement	<input type="checkbox"/>	
Part 2: Are you requesting information about you (i.e. are you the data subject)? Please tick which applies.					
No	<input type="checkbox"/>		Go to part 3		
Yes	<input type="checkbox"/>		Go to part 4		

**Part 3: Please complete if you are the person acting on behalf of the data subject (who is identified in Part 1 above).**

Title		Surname		First name	
Address					
Town/City				Postcode	
Please provide one of the following as proof of your ID. - tick as appropriate			Please provide one of the following as proof of your address - tick as appropriate		
Passport	<input type="checkbox"/>		Utility Bill	<input type="checkbox"/>	
Driving Licence	<input type="checkbox"/>		Driving Licence	<input type="checkbox"/>	
Other ID document	<input type="checkbox"/>		Bank Statement	<input type="checkbox"/>	

As you need to have legal authority to request the data subject's information, please provide a copy of ONE of the following:

Letter of authority	<input type="checkbox"/>
Lasting Power of Attorney	<input type="checkbox"/>
Or other	<input type="checkbox"/>
(please specify)	

**Part 4: To help us with your request, please provide details of the information you require.**


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V1.0


**Part 5: Declaration**

I certify that the information provided on this form is true and accurate.

Signature	
Please print your name in block capitals	
Date	

**Part 6: Completion of the Subject Access Form**

The completed application form and proof of identity (and if acting on behalf of the data subject, proof of authority) should be sent to via recorded delivery:

The Data Officer  
 The Country Trust  
 Moulsham Mill  
 Parkway  
 Chelmsford  
 CM2 7PX

Please note that a payment of £10 may be charged if the request is deemed to be excessive or a duplication.

**Part 7: Before submitting this form, please ensure you have:-**

Enclosed proof of identity of the data subject?	<input type="checkbox"/>
Enclosed proof of authority to act on behalf of the data subject? (If required)	<input type="checkbox"/>
Enclosed proof of your identity if acting on behalf of the data subject? (If required)	<input type="checkbox"/>
Provided sufficient details for the Country Trust to locate the information you have requested?	<input type="checkbox"/>
Signed and dated this form	<input type="checkbox"/>

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