

Subject Access Request Form Guidance

The Data Protection Legislation gives you the right to access the personal data relating to you that is held by the Country Trust. This is known as a Subject Access Request (SAR).

- The person to whom the personal data refers is the data subject
- The Country Trust is the data controller

Who Can Make a Subject Access Request (SAR)?

Any individual can make a SAR. In addition, an individual can nominate a representative, such as a solicitor or relative to apply on their behalf. In these cases, there must be a valid consent signed by the individual. For those lacking the mental capacity to make the request or consent, then a power of attorney or proof of court appointment to manage affairs will be required. Also, a person who has parental responsibility for a young child can request access to the child's records. Release of records is usually only made in the best interests of the child.

Children may apply themselves where it is considered that the child has the competence to be able to understand the nature and implications of making a SAR. If they are considered competent, they should also be consulted regarding any request that has been made for their records by another individual, for example a person with parental responsibility. The competence of the child in respect of requests for records can be considered from the age of 13.

Identification of Data Subject

We require your name, address and relationship to The Country Trust to enable us to identify and locate your personal data in our records.

To ensure the privacy and security of the personal information requested, we must ask you to provide proof of identification and address (options listed on the SAR form), so that we are certain that we only send personal data to the data subject or their authorised representative.

Any identification information supplied with a Subject Access Request will be kept securely and in confidence. The information will not be used for any purpose other than verification of the requestors' identities and will be securely destroyed three years after the request has been closed. It is advisable to send these documents by special delivery (tracked delivery).

Subject Access Requests

Please complete our Subject Access Request form which will guide you through what is required to make your information request.

It is important that you state clearly the personal data which you would like access to and provide any additional information which would assist us in locating this data as quickly as possible.

SAR Guidance
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We will respond to your request within 30 days from receipt of your identification information. However, in some cases it may take longer to deal with your request and in these circumstances, you will be notified.

In most cases, copies of the records will be made and sent to you by registered or recorded post. Arrangements can also be made for alternative accessibility requirements - please contact Alison Smith at asmith@countrytrust.org.uk or 01245 608363spe.

Costs

We will provide a copy of the information free of charge. However, we can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information. The fee will be based on the administrative cost of providing the information, but there will be a minimum charge of £10.00.