

## SUBJECT ACCESS REQUEST FORM

Last Revision: 22 May 2018

Under the General Data Protection Regulations (2016), you have the right to enquire of any organisation whether they hold your personal data and to see a copy of that information. If you wish to access your data you may wish to complete this form, however it is not compulsory for you to do so in order to access your personal data. You may need to provide evidence of identity to enable the processing to start, please note, if we request information to confirm your identity the period of responding to the request beings when we receive the additional information. Your request will be processed without undue delay and at the latest within one month of receipt of your request (exact dates will vary depending on the month in which the request was made). If the information contains details of another person we may need to seek their consent before we can provide that information to you.

Please note that you may make a request for your data without completing this form; this must be either by way of a letter, a standard email or verbally. If you do not use the form please provide all of the information requested below as this is needed to process your request and missing information could result in a delay to the start of that process.

### 1. PERSONAL DETAILS

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>POSTCODE:</b>	
<b>DATE OF BIRTH:</b>	
<b>TELEPHONE NUMBER:</b>	

**CONTINUED...**

## SUBJECT ACCESS REQUEST FORM

Last Revision: 22 May 2018

### 2. ARE YOU THE DATA SUBJECT (i.e. the person on whom the information is held)?

#### YES:

#### If you are the Data Subject:

Please complete and return this form along with evidence of your identity, e.g. driving licence, birth certificate, a recent utility bill in your name and address (or photocopy) and a stamped addressed envelope for the document to:

Data Protection Manager  
Curve theatre  
Rutland Street  
Leicester  
LE1 1SB

#### NO:

#### Are you acting on behalf of the Data Subject with their written authority? If so:

Please complete and return this form along with the written and signed authority of the data subject to the relevant person above.

### 3. DETAILS OF THE DATA SUBJECT (if different to those given in question 1)

NAME:

ADDRESS:

POSTCODE:

DATE OF BIRTH:

**CONTINUED...**

## SUBJECT ACCESS REQUEST FORM

Last Revision: 22 May 2018

**4. RELATIONSHIP TO DATA SUBJECT** (Please briefly describe your relationship with the Data Subject that leads you to make this request for information, e.g. Legal Advisor, Spouse, etc. (Please provide supporting evidence.))

**5. INFORMATION REQUIRED:** (Please be as specific as you can in describing the information you would like to obtain, together with any other relevant information. This will help us to identify the information you require. For example “Information relating to tickets purchased between 2016 and 2018”)

### 6. FEES:

No fee is required to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### DECLARATION

I certify that the information given on this application form is true and that any attempt to mislead, may result in legal proceedings against me. I understand that it is necessary for the organisation to confirm my/the Data Subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct information. I understand that the response period of up to one month (as outlined above) will not commence until Curve is satisfied upon these matters.

**SIGNATURE:**