

Midlands Arts Centre - Data Subject Access Request Form

(Request for a copy of Personal Data)

UK General Data Protection Regulation (UK GDPR)

Note – please complete this form in **BLOCK CAPITALS** in blue or black ink.

Information about the data subject

Full Name (Capitals):	
Address:	
Telephone:	
Email:	

I _____ (full name) wish to make an access request under Articles 12-23 of the Data Protection Act 2018, also known as the UK General Data Protection Regulation (UK GDPR).

Details of your request and preferred communication method

Please describe the nature of your request:

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Please advise us how you would like to receive this information:

(Ticket one box for your preferred option. If both of these are left blank, we will default the option to 'By Post').

By Post

Please state your correspondence address if different from your address as detailed on Page 1.

Correspondence Address:

By Email

Only complete if you have selected 'By Email' as your preferred option.

Email Address: _____

Note – please provide a secure email address and confirm that documentation may be provided to you.

I hereby confirm that the above email address is secure, and I consent to information being sent to this address. I acknowledge and accept associated risks with data being transmitted in this format.

Signature: _____ Date: _____

Print Name: _____

Validation Requirements

In order to process your application, we are required by law to take reasonable actions to verify the identity and residency of the data subject.

Please submit for proof of identity:

(A copy of one of the following)

- Passport (Photo page only)
- Birth certificate

Please submit for proof of residency:

(A copy of one of the following)

- A utility bill (dated within the last three months, mobile phone bills are not accepted).
- Letter from a government body e.g. HMRC, DWP etc.

Authorisation

I _____(full name) give my explicit consent for the processing of my personal data in relation to this Data Subject Access Request. This consent includes the processing of any sensitive data categories that may be contained herein or previously provided.

Signature: _____ Date: _____

Please return this completed form together with associated proof of identity and residency by post to:

Data Protection
Midlands Arts Centre
Cannon Hill Park
Birmingham
B12 9QH

Note – alternatively, the same information can be emailed to dataprotection@macbirmingham.co.uk. If this method is chosen, please ensure that relevant signatures have been applied and scanned copies of documentation are clear and legible.

Validation Included:

Confirm your included documented validation as requested:

Identity (tick the box that applies):

- Passport
- Birth Certificate

Residency (tick the box that applies):

- Utility Bill
- Government Letter