

## Connected Voice General Data Protection Regulation subject access request form

Subject access request (2018 General Data Protection Regulation)

You are entitled to see most of the information we hold about you. If you want to see it, please fill in this form and hand it in to the office.

Your name

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Your address

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Postcode

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Telephone number (if you wish)

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Email address (if you wish)

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Please tick if you have ever been

an employee    a volunteer    a client/used our services

If you have not ticked any of the above, please tell us of any reason why you think we might have information about you

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If we may have known you under a different name, please tell us here

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If you are only interested in particular information, please say what it is

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I want to see the records you hold on me.

Signed

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Date

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**Please note**

- ✓ If the address you give above does not match the one in our records, we may have to ask you for additional identification.
- ✓ If you are not the data subject (the person the information is about), we will need evidence that you are authorised to act for the subject.
- ✓ We will reply within one month of receipt. If you have asked for a copy of the information, we will send it to the address you have given above.
- ✓ We have information about members of our organisation, staff, volunteers, clients and people we think might be interested in our work. We do not keep this information once we no longer need it, so if you were in touch with us sometime ago we may no longer have any information about you.
- ✓ We will provide everything we have about you, except that we may be allowed to hold back information which is also about, or which identifies someone else.