## BYM Data Rights Request Procedure v0.1 2024 Appendix A

## Data Subject Access Request: Requesting information that we hold about you

Full name:

Other names (former names and any alternative names we might know you by):

Date of birth:

Email:

Phone:

Address:

Are you requesting information on your own behalf?

Are you requesting information on another’s behalf?

What is your relationship to the requestor?

Your name:

Your relationship to the person whose personal data you are requesting:

How should we contact you?

We will need to satisfy ourselves that you are who you say you are and require proof of identity or your authority to request the information.

What is your connection to BYM/Quakers?

Date you started to work with BYM/Quakers? (if applicable)

Date you stopped working with BYM/Quakers? (if applicable)

Which local/area meeting(s) are/have you been involved with?

Have you been involved in any committees?

What information are you looking for?

Is there a particular time period you are interested in. If yes, what is the time period?

Please tell us if there is anything in particular you want to see or give any other information that might help us find what you are looking for.

Should we send the information as a hard copy or electronic format?

**DECLARATION: to be completed by all requestors**

I................................................................ certify that the information on this application form to BYM is true. I understand that it is necessary for BYM to confirm my/the data subject’s identity and it may be necessary to obtain more specific information to locate the correct personal data required.

Signature Date

Note: We will normally respond to your request within 1 month. This period will begin once we have established your identity and we have received any relevant details from you.

Please return the completed form to dataprotection@quaker.org.uk

Thank you. We will contact you on receipt.

**Documents which must accompany this request:**

* + Evidence of your identity
	+ Evidence of the data subject’s identity [ if different from above]
	+ Authorisation from the data subject to act on their behalf [ if applicable]

Information that you provide us on this form will be processed and stored in accordance with the <https://www.quaker.org.uk/privacypolicy>.