

Accessing your records

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are entitled to receive this information under the Data Protection Act 2018. If requested we will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

As soon as you have supplied sufficient information and ID, the Together Trust will search for the information you require and respond to your request as soon as possible, usually within one calendar month. An extension of a further two months can be claimed by the Trust where your request(s) are complex or numerous. If we intend to claim this extension you will be notified within one month of the Trust receiving your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. Further information about how the Together Trust processes your information can be found on its privacy notice, which is available [here](#).

You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly. The completed form and supporting proof of identity (and evidence of authority to act, if making the request as an agent) should be returned by post to:

Records, Archives and Information department
Together Trust Centre
Schools Hill
Cheadle
Cheshire
SK8 1JE

Alternatively the form can be scanned (along with accompanying documentation) and sent by email to: dataprotection@togethertrust.org.uk

Details of the person requesting the information

Surname: First name:

Previous name/s (if any):

Address:

.....

Postcode:

Phone number:

Email address:

Date of birth:

Relationship to Data Subject (if applicable):

.....

Are you the data subject? *(please tick)*

YES If you are the Data Subject please supply evidence of your identity such as a copy of your driving licence, birth certificate or passport.

NO If you are requesting the information on behalf of the Data Subject or you are a relative of the Data Subject who is no longer alive please provide either proof of the Data Subjects consent or proof of death and proof of your identity.

Details of the Data Subject (if you are applying on their behalf)

Name:

Address:

.....

Postcode:

Email address:

Phone number:

Date of birth:

Details of the Data Subject's time at a Together Trust service

Name of service:

Dates:

Additional information:

Declaration

I understand that the information given on this form to the Together Trust is true. I understand that it is necessary for the Together Trust to confirm my/the Data Subjects identity and it may be necessary for the Together Trust to obtain more information in order to locate the correct records.

Signed:

Date:

IF YOU RETURN THIS FORM BY EMAIL WITHOUT A SIGNATURE, YOU WILL BE ASSUMED TO HAVE ACCEPTED THE ABOVE DECLARATION.

Checklist of items to be included:

- i) Proof of identity (such as birth certificate, drivers licence, passport copies)
- ii) Evidence of the Data Subject's identity and consent (if required)
- iii) Proof of relationship (if a relative of data subject and they are deceased)
- iv) Copy of death certificate.(if a relative of data subject and they are deceased)

Office use only

Request received:

Notes:

Date completed: