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**General Data Protection Regulations (GDPR)**

**Subject Access Request form**

Under General Data Protection Regulations (GDPR), you have a statutory right to ask what personal information the River Lugg IDB holds about you and what it uses the information for, subject to certain exemptions. To help us carry out your request, please carefully complete this form, read and sign the declaration, and then send the completed form, along with proof of identity to the River Lugg IDB.

In order to protect your confidentiality, **you will need to supply proof of your identity. Acceptable evidence is an official identity document containing a photograph, such as a current passport or driving licence.**

**Fees :** until 25th May 2018 there is a £10 charge for submitting a Subject Access Request, Cheques should be made payable to “River Lugg IDB” and sent to the Data Protection Officer, RLIDB c/o The River Lugg IDB Limited, Plough Lane, Hereford. HR4 0LE.

From 25th May 2018 onwards normally Subject Access Requests are carried out **free of charge**. However, the River Lugg IDB has the right to charge a ‘reasonable fee’ when a request is manifestly unfounded or excessive, particularly if it is repetitive. The River Lugg IDB also has the right to charge a reasonable fee to comply with requests for further copies of the same information.

Where a fee is payable, your Subject Access Request will only be processed upon written confirmation from you that you agree to pay the stipulated fee.

You can take your identity document to show at the River Lugg Offices c/o The River Lugg IDB Ltd at Plough Lane, Hereford, or alternatively you can send a copy via email to [RLIDB@Hoopleltd.co.uk](mailto:RLIDB@Hoopleltd.co.uk) or by post to the Data Protection Officer, River Lugg IDB, c/o Hoople Limited, Plough Lane, Hereford HR4 0LE

**Section 1 - Details of the person making the request**

|  |  |
| --- | --- |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Date of birth: |  |
| Address: |  |
| Daytime Tel No: |  |
| Email: |  |

**Section 2 - Are you requesting information about yourself?**

If yes - please go to **section 4.**

If no, if you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. The River Lugg IDB will contact you if further evidence is required (please complete **section 3**).

**Section 3 - Details of the Data Subject (if requesting information on behalf of someone else)**

|  |  |
| --- | --- |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Address: |  |
| Daytime Tel No: |  |
| Email: |  |
| Relationship to subject: |  |

**Section 4 - Describe the information you are requesting**

Please be as specific as possible and include all relevant departments. If you would like to see only specific document(s), for example a specific departmental file or form, please describe these below. Please note that if insufficient detail is provided, we may have to come back to you to clarify.

|  |
| --- |
|  |

**Section 5 - Declaration**

I certify the information on this form is true and correct

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

If as a result of the search you are dissatisfied with the way we are using your personal information you should raise the matter with the RLIDB Data Protection Officer who can be contacted via the address above. We will do everything we can to put the matter right and if we disagree with you we will tell you our reasons. The Data Protection Officer will be happy to give you an explanation of your rights under the Data Protection Regulations.

Internal The River Lugg IDB use only

|  |  |  |  |
| --- | --- | --- | --- |
| Request Received by |  | Date of Received |  |
| Proof of ID provided | Yes/No | ID document type |  |
| Proof of ID validated by |  | Date validated |  |

Copy of this request and proof of identification to be promptly sent to [RLIDB@Hoopleltd.co.uk](mailto:RLIDB@Hoopleltd.co.uk)