|  |
| --- |
| Please let us know what it is you require: |
| **Subject Access Request** [ ]  **A PIP Letter** [ ]  |
| Section 1: Who’s making this request? |
| We’re asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you’d like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it’s reasonable and proportionate. The timescale for responding to your request will start when we receive this. |
| Your Name: |  |
| Contact Number: |  |
| Email Address: |  |
| Postal Address: |  |
| Section 2: Are you making this request on behalf of someone else? |
| [ ]  Yes | [ ]  No (please move to section 3) |
| Please provide contact details of someone else. We need to know who they are and their contact details in case we need to get in touch: |
| Name: |  |
| Contact Number:  |  |
| Email address:  |  |
| Postal address:  |  |
| Other contact information for the person you are making the request for: |  |
| You also need to provide us with proof of your authority to act on their behalf. For example, this could be written authorisation from them or a relevant power of attorney. | [ ]  **Yes**, I’ve included proof of authority with this form |
| Section 3: How would you like us to respond to you? |
| Email [ ]  | Post [ ]  |
| Other [ ]  (please specify):  |
| Section 4: What personal data are you requesting? |
| If you know exactly what personal data you’re looking for, it’s helpful if you let us know. For example, if you need a specific email, we could search for this using a particular word or phrase. Briefly describe your request: |  |
| Section 5: Is there a data range of the personal data you’re asking for? |
| Date from: | Date to: |
| Section 6: Can you tell us anything else to help us with our search? |
| If there’s anything else of relevance you can tell us to help us identify you or the data you’re requesting, please include this here. For example, any aliases, date of birth etc. |  |

If you’d like more information about how we use your data, here is a link to our privacy notice:
[Data Protection Policy - The Cellar Trust](https://www.thecellartrust.org/data-protection-policy/)

You can also read more about your right of access by visiting:
[https: //ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/](https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/)