



Charlbury Cricket Club

Charlbury Cricket Club, Dyers Hill, Charlbury, Chipping Norton, OX7 3QG
Registered Charity No. 1123292 | Registered Company No. 06506410

Subject Access Request (SAR)

Strictly Private & Confidential

Please use this proforma to make a subject access request under the General Data Protection Regulation (GDPR) whereby Data Subjects have the right of access to any personal data held by a Data Controller.

In order to comply with your request, Charlbury Cricket Club must be satisfied with the identity of the enquirer. Therefore, would you please complete the following information below and email your completed form, marked "Strictly Private & Confidential", to the Data Protection Lead, details can be found on the last page of this proforma.

1. Details of Person Requesting Information

Title e.g. Mr, Mrs, Ms :

Surname / Family Name :

First Names :

Maiden Name / Former Surname :

Date of Birth :

Sex (Male/Female) :

Telephone Number (Day) :

Telephone Number (Evening) :

Email Address :

Home Address :

Post Code :

Are you the subject of this request?

Please indicate

YES

If you are the Data Subject please enclose proof of identity as detailed below

NO

If not please attached a copy of your authority to act on behalf of the Data Subjects behalf and your relationship to the Data Subject

Relationship to the Data Subject

4. Declaration

(Please note that any attempt to mislead may result in prosecution)

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Charlbury Cricket Club is true. I understand that it is necessary for Charlbury Cricket Club to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

I confirm that information that I have provided in this application is correct and I am the person whom it relates to.

Signature :

Date :

Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.

5. Your Checklist

- Is your contact information correct?
- Have you enclosed a copy of the required identification?
- Have you signed the form?
- Have you completed all the sections?
- If required, have you enclosed a copy of authority to act on the Data Subjects behalf?

We will always attempt to respond to a Subject Access Request in a timely manner.

All queries should be directed to Charlbury Cricket Club's Data Protection Lead at the email address below.

Please return the completed form to:

gdpr@charlburycricketclub.co.uk