

## Request to Access Personal Information

The Data Protection Act 1998 gives you the right to see a copy of the personal information that we hold about you, how we use it and who we may have shared it with.

If you wish to exercise your right to access your personal information please complete the form below. The purpose of this form is to assist us to understand the nature of your request and verify your identity.

Dependent upon the information that you enter on this form you may be requested to provide documentation to support your access request. We require supporting documentation if you are not the person whose information you are seeking access to.

You will be prompted during the completion of the form where supporting documentation is required.

To cover our administration costs we require a £25 payment to process your request. This should be enclosed with your completed form.

### What you can expect from us

We will supply you with a copy of the personal information requested within 40 days of receipt of your request, payment and supporting documentation.

### Checklist

To avoid delays please check the following requirements have been completed so that we can promptly process your subject access request.

- All parts of the form applicable to me are complete
- I have signed the declaration
- I have enclosed a cheque / postal order payable to The Psychology Service

### Please send this form, your payment and supporting documentation to:

Data Protection Officer, The Psychology Service, Midloe Grange, Southoe, Cambridgeshire, PE19 5YD

## **Data Subject Access Request Form**

### **Part 1: Name of the person whose information are you requesting access to?**

Full name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Contact no.: \_\_\_\_\_

### **Part 2: Are you the person named in part 1?**

Yes  Please go to part 4  
No  Please go to part 3

### **Part 3: Who is requesting access to this personal information?**

Please enter your details

Full name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Contact no.: \_\_\_\_\_

Please specify your relationship to the individual whose personal information you are requesting access to; \_\_\_\_\_

In completing Part 3 you have detailed that you are not the person whose personal information you are requesting access to. To proceed with your request we require supporting documentation that you are acting on behalf of the person named in part 1. This may be a written letter of authority from them, a document detailing that you are acting as an Attorney as a Lasting Power of Attorney or deputy appointed by the Court of Protection.

### **Part 4: What is our relationship to you/them?**

Please check one of the following. The person named in part 1 is ...

A customer of The Psychology Service   
A client of The Psychology Service   
A clinical affiliate of The Psychology Service   
An employee of The Psychology Service   
Other (Please Specify) \_\_\_\_\_

### **Part 5: Verification of identity**

To proceed with your request we require copies of two supporting documents to verify the identity of the person who you have named in part 1 (one from each section).

**Please tick which photocopy you have enclosed to verify your / their identity.**

- Full valid current passport
- Full valid driving licence issued by a member state of the EC / EEA
- Birth certificate or certificate of registry of birth or adoption certificate

If the named person is different from that shown on the document you must provide supporting documentation to confirm the name change e.g. marriage certificate, name deed

**Please tick which photocopy you have enclosed to verify your / their address**

- Gas, electricity, water or telephone bill for you/them for the last quarter
- Council Tax demand for you/them for the last financial year
- Bank, building society or credit card statement for you/them for the last Quarter

### **Part 6: Your request**

Please tell us about the information you would like to see. Providing us with specific details about the information you want to see for example dates the information was provided, the type of record it was (e.g. a paper document or a computer record), the reason why the information was collected etc will allow us to promptly locate your/their personal information.