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**Hampshire Scouts Data Protection, Confidentiality and Privacy:
Subject Access Request Form (SAR)**

Please complete the following form in order to make a Subject Access Request (SAR) to Hampshire Scouts under the General Data Protection Regulations (GDPR) and Data Protection Act 2018 (DPA 2018). Please provide as much information as possible in order to help us respond to your request as quickly and efficiently as possible.

**1 - About You**

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| --- | --- | --- | --- |
| Full Name: |  | Scout Membership No.  |  |
| Address: |  | Email Address: |  |
| Telephone Number: |  |

Are you completing this form on behalf of someone else? Y / N
If so, please explain why you are acting on their behalf: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please complete the following section providing details about the Data Subject. You must also attach the Data Subject’s written and clear authorisation for you to act on their behalf, along with the Data Subject’s proof of identity and with your own proof of identity.

**2 - Details of the Data Subject (if different from Section 1)**

Details of Data Subject, if the request is made by another acting on their behalf.

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| --- | --- | --- | --- |
| Full Name: |  | Scout Membership No.  |  |
| Address: |  | Email Address: |  |
| Telephone Number: |  |

If there is any ambiguity about the identity of the person(s) making the SAR then it will not be actioned until their identity is verified.

 **3 -** **Proof of Identity**

If we require proof of identity, we will accept a signed photocopy of one of the following:

Passport (ID page), Photo Driving Licence, Birth Certificate

**Proof of Address:**

We will accept a signed photocopy of one of the following:

Current Driving Licence, Current TV Licence, local Council Tax bill, HMRC document

Utility Bill, Bank or Credit Card Statement less than 3 months old

**4 - What Information are you seeking?**

So that we can locate your information, please describe the area(s) of Hampshire Scouts which may hold information about you, the circumstances of how the information was provided or obtained, and any individuals who you think may have originally processed the information.

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Please give the timescale in which the information you seek was originally processed.

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Please give the names of any member of Hampshire Scouts who may have information which may help us find any data held about you

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Please give any other detail that may help enable the information to be located quickly.

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**5 – Submitting your Request**

When you have completed the form, please email it to DPO@hampshirescouts.org.uk

The County’s response will be returned to you within a maximum of 30 days of receipt of your Request, normally sooner. However, if your request is complex or your request results in a need to gather a significant amount of data, we may take longer to respond. We will write to you detailing the reasons for this if necessary.

We will normally respond to you via email, unless you request otherwise.