

GDPR Subject Access Request Form

You can use this form to make a request under the General Data Protection Regulation (GDPR) to receive a copy of personal data that Macc holds about you. Once completed, this form should be forwarded to the Macc's Information Governance Lead, who will deal with your request. Their contact details are Martin Preston, martin@macc.org.uk 0161 832 9823 3rd Floor Swan Buildings, 20 Swan St Manchester M4 5JW

Full name of applicant (please also provide any other names under which you have been employed or engaged/ used to register with Macc):
Address:
Contact telephone number:
E-mail address:
What is or was your connection to Macc? Employee/former employee/job applicant/worker/volunteer/consultant/group member/contractor/other (<i>please specify</i>)* <i>(*Delete as appropriate)</i>
Please specify how you would prefer personal data to be provided: Email / Post * (delete as appropriate) Please note that email is the most secure method. We will use the addresses you give in the contact boxes above.
Relevant employment or engagement dates (if applicable): (a) Commencement date: (b) Termination date: (c) Date of job application: (d) Date of job interview:
By completing this form, you are making a request under the GDPR for a copy of personal data held about you by the Company that you are eligible to receive. Please provide a precise description of the personal data that you are requesting, and any relevant dates. It will assist us in dealing with your request if you could set out details of the specific documents or files you wish to see, the names of any individuals or teams (i.e. Active Communities/Volunteer Centre Manchester, Capacity Building, Policy and Influence, Finance and administration) whom you believe may hold the

personal data that you are requesting (if known), and any other information which will assist us in searching for the personal data that you are requesting:

What item of copy documentation have you supplied with this form as evidence of your identity, e.g. a driving licence, passport or national identity card?

By completing this form, I accept that I am making a request under the GDPR for (a) confirmation as to whether or not my personal data are being processed by Macc, (b) access to copies of my specified personal data, and (c) the provision of the following supplementary information:

- the purposes of the processing
- the categories of personal data concerned
- the recipients, or categories of recipients, to whom my personal data have been or will be disclosed, in particular recipients in non-EEA countries
- where possible, the envisaged period for which my personal data will be stored, or, if not possible, the criteria used to determine that period
- the existence of my right to request rectification or erasure of my personal data or restriction of processing of my personal data or to object to such processing
- my right to lodge a complaint with the Information Commissioner's Office
- where my personal data are not collected from me, any available information as to their source
- the existence of automated decision making, including profiling, and meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for me
- where my personal data are transferred to a non-EEA country, what appropriate safeguards are in place relating to the transfer.

By signing below, I confirm that I am the data subject named above and that, where you have reasonable doubts concerning my identity, you may contact me to request me to provide additional information necessary to confirm my identity before responding to my request. I acknowledge that you may also need to contact me to obtain any further information that you require to enable you to comply with my request.

I understand that it may take up to one month from receipt of this form before a reply to my request is provided to me. I acknowledge that this time limit may be extended by a further two months where necessary, taking into account the complexity and number of my requests for my personal data.

Finally, I accept that if I have made this request electronically, and unless I otherwise request, you will provide my personal data in a commonly used electronic form.

Signed:

Date: