

# Data Protection: Subject Access Request Form (Members)



Under the terms of the Data Protection Act 1998, Committee Members, Voluntary Staff and Members of the Salmon Club (Club) have the right to personal data relating to themselves that is held by the Club in electronic format and/or manual records forming part of a 'relevant filing system'.

Any individual who wishes to exercise this right should apply using this subject access request application form.

The Club needs to be assured of an applicant's identity before relevant data is released.

The Club may hold personal records in different parts of its organisation.

<b>Details</b>	
1 <sup>st</sup> Name:	Surname:
Former Surname (if applicable):	
Address:	
Telephone Number:	
Date of Birth:	

<b>Members Information</b>
Member? Yes/No
Voluntary Staff? Yes/No    Poolside or Front Desk
Committee Member? Yes/No

<b>Information Required</b>

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On completion, this form should be handed to the:

Chairman / Data Protection Officer

## Salmon Club Use Only

Reference No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Confirmation of identity checked: Yes / No

Hardcopies requested: Yes/No \_\_\_\_\_ (Signature)