

Subject Access Request Form

The Data Protection Act 1998 provides you ('the Data Subject') with the right to receive a copy of the personal data we hold about you.

This form is used to confirm your identity and to assist us in locating your personal data. You will also need to make a payment of £10 prior to your application to be processed.

This form can also be used to confirm the identity and authority of someone making the request on behalf of the Data Subject.

Your request will be processed within 40 days of receipt by us of such information we may reasonably require to satisfy ourselves as to your identity and to locate the information sought, together with payment of the fee.

If you need any help completing this form, please contact Information Requests (see end of form for details).

Section 1: Who is the Data Subject?

Full name:

Date of birth:

Address:

Previous address (if at the above address for less than two years):

Telephone number:

Email:

Has the Data Subject ever been an employee of the Human Tissue Authority?

Yes

No

Don't know

Now go on to Section 2

Section 2: Details of the person requesting the information

Are you the Data Subject?

Yes

No

If you answered “Yes”, go straight to Section 3. Otherwise, please provide the following information:

Full name:

Date of birth:

Address:

Telephone number:

Email:

If you are NOT the Data Subject, you must supply documentary evidence* to confirm the Data Subject’s authority which supports this request e.g. the Data Subject’s written authority, enduring power of attorney or the appointment of a Receiver by the Court of Protection.

* We must see **certified copies** - one on which a person able to sign (e.g. Justice of the Peace, solicitor, medical doctor) has certified that it is a true copy of the original document.

Now go on to section 3

Section 3: What documents you must send or produce to confirm the identity and address of the Data Subject

You must confirm the identity of the Data Subject by sending us a copy* of one of the documents listed below. Please tick the appropriate box to indicate which document you have enclosed.

- Full valid driving licence issued by a member state of the EC/EEA
- Birth certificate or certificate of registry of birth or adoption certificate
- Full valid current passport
- ID card issued by a member state of the EC/EEA
- Travel documents issued by the Home Office
- Certificate of Naturalisation or Registration
- Home Office Standard Acknowledgement Letter

If the Data Subject's name is now different from that shown on the document you submit to confirm his/her identity, you must also supply documentary evidence* to confirm the Data Subject's change of name e.g. marriage certificate, decree absolute or nisi papers, change of name deed or statutory declaration.

You must also confirm the address of the Data Subject by sending us a copy* of one of the documents listed below. Please tick the appropriate box to indicate which document you have enclosed.

- Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter
- Council tax demand in the Data Subject's name for the current financial year
- Bank, building society or credit card statement in the Data Subject's name for the last quarter

* We must see **certified copies** - one on which a person able to sign (e.g. Justice of the Peace, solicitor, medical doctor) has certified that it is a true copy of the original document.

Now go to section 4

Section 4: How do you believe we process the personal data of the Data Subject?

Our search for information relating to the Data Subject will be based on the information provided below. HTA processes personal data for the following purposes. Please tick the boxes next to the purposes that you would like us to search.

- Accounts and records (for example purchases, sales or other transactions)
- Advertising, marketing and promoting public relations
- Complaints handling
- Crime prevention and prosecution of offenders
- Information and database administration
- Licensing and registration
- Research
- Staff administration
- HR and employment records

Any other purposes not listed above?

Any other information which will assist in searching for the personal data of the Data Subject? E.g. case or reference number and the name of the person in HTA you have had dealings with in the past.

Now go to the formal declaration

Formal declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data about the Data Subject which you process for the purposes I have indicated overleaf.

I confirm this is all of the personal data to which I am requesting access. I also confirm that I am either the Data Subject, or am acting on their behalf. I am aware that it is an offence to unlawfully obtain such personal data, e.g. by impersonating the Data Subject.

I certify that the information given in this form is true. I understand that it is necessary for HTA to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to confirm my identity and/or locate the correct information.

Signed:

Print name:

Date:

Please make sure you have:

- Completed this form in full
- Signed the declaration above
- Enclosed the correct fee £10 (Postal orders/cheques payable to "Human Tissue Authority")
- Enclosed the relevant form of identity and authority (see section 2)
- Enclosed the relevant form of identity and address (see section 3)

Send the completed form and enclosures to:

Data Protection Officer

Human Tissue Authority

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