



Request to Access Personal Information

This form can be completed from your computer before it is printed off, signed and sent. You may also fill it in by hand.

UK data protection laws give 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 attached form. The purpose of this form is to assist us to understand the nature of your request and where necessary verify your identity or that you have the right to access if you are acting on behalf of someone else.

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, do not live in one of our properties or are not an employee. You will be prompted during the completion of the form where supporting documentation is required.

As set out in Anchor's Subject Access Policy, Anchor as a data controller is not entitled to charge a statutory fee, except in limited circumstances (e.g. if the request is manifestly unfounded or excessive – in this case, Anchor can charge a reasonable fee taking into account the admin costs of providing information or refuse.

What you can expect from us

We will supply you with a copy of the personal information requested within 30 days of receipt of all documentation that includes a completed and signed request and any supporting documentation (if applicable).

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 are complete

I have signed and dated the declaration

I have enclosed all necessary supporting documentation Enclosed Not required

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

Data Protection Officer, Anchor Trust, c/o Assistant Company Secretary, Suites A & B, The Heals Building, 22-24 Torrington Place, London WC1E 7HJ

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

Full name:

Address:

Postcode:

Contact no.

Employee no. (if applicable)

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?

In completing Part 3 you have confirmed that you are not the person whose personal information you are requesting access to. To proceed with this request we may require supporting documentation that you are entitled to access to information on behalf of the person named in part 1. Do we already have written confirmation you are a legal representative of the individual in question eg solicitor? If yes, please go to the next page. If not, please complete rest of the section.

This may be a written and signed letter of authority from them, a document detailing that you are acting as either a Power of Attorney, deputy appointed by the Court of Protection, recorded by us as Next of Kin or details of what exemption under the data protection laws you are relying on . Please enter your details

Full name:

Address:

Postcode:

Contact no.

Part 3 cont.

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

If you are relying on an exemption in the DPA, please confirm:

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

Please check one of the following. This will help us to locate the details more quickly and accurately. The person named in part 1 is...

- A customer of Anchor who lives in an Anchor property
- An employee of Anchor
- A customer of Anchor who does not live in an Anchor property
- A former employee of Anchor
- A former customer of Anchor
- Other (Please Specify)

Part 5: Verification of identity

To proceed with your request we require copies of two supporting documents to verify your or the identity of the person who you have named in part 1.

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 not more than 3 months old
- 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

Once checked, all details will be securely destroyed within three (3) months.

Part 6: Your request

Please tell us about the information you would like to see. Please provide us with as much information as possible such as specific details, types of information (e.g. a copy of my care home application form in 2017), the reason why the information was collected as this will allow us to promptly locate the personal information.

Part 7: Formal declaration

In exercising the right granted to me under the terms of the General Data Protection Regulation (GDPR), I request that you provide me with a copy of the personal information for the person named which you may hold and I have detailed in Part 6.

I confirm that this is all the personal information to which I am requesting access and that I am either the person whose personal information you hold or I am entitled to act on their behalf. I am aware that it is an offence to unlawfully obtain or access personal information that I am not entitled to.

I certify that the information I have provided is true and understand that it may be necessary for Anchor to obtain further information to either locate the personal information or verify my identity or request.

Signature

Print name

Date