

PERSONAL DATA ACCESS REQUEST

Use this form to request access to personal data held by the Bow Foodbank LTD. Completion of this form helps us locate your information and verify your identity where necessary. Requests may also be made verbally or in writing.

SECTION 1 – REQUESTER DETAILS
Full Name:
Date of Birth:
Address:
Email:
Phone:
SECTION 2 – ACTING ON BEHALF OF ANOTHER INDIVIDUAL
Are you making this request on behalf of another person? YES / NO
If Yes, provide thier details and evidence of authority (e.g. consent or legal authority).
Name:
Relationship:
SECTION 3 – INFORMATION REQUESTED
Please describe the personal data you are requesting. Be as specific as possible to help us identify the information.
Please note the relevant dates, departments, services, account numbers, employee numbers, reference numbers, or other identifiers:
SECTION 4 – IDENTITY VERIFICATION
To protect personal data, we may need to verify your identity. Please indicate the identification documents or information supplied (if requested).
SECTION 5 – PREFERRED RESPONSE FORMAT
Please indicate how you would like to receive the response:

Secure Email Post Collection by Arrangement Other _____
SECTION 6 - DECLARATION
I confirm that the information provided in this form is accurate and that I am the individual to whom the personal data relates, or I am authorised to act on that individual's behalf. Signature: _____ Full name: _____ Date: _____ If filling this out electronically, please send the completed form to info@bowfoodbank.org. Otherwise, please submit this form to one of the foodbank staff in person.
PRIVACY NOTICE
We will use the information provided in this form solely for the purpose of processing and responding to your personal data access request and verifying identity where appropriate. We may contact you for clarification if required. We will retain request records in accordance with our retention policy and applicable data protection laws. We will provide a copy of the information free of charge. However after the first request for data is made, any further requests for data made within the same year will be subject to a charge of £10 for each request made, in order to cover administrative costs. We may also charge a reasonable fee if further copies of the same information are required. It may take up to one month from receipt of this form before a reply to the request is provided. 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.
FOR OFFICE USE ONLY
Request Reference: _____
Date Received: _____
Identity Verified: YES / NO
Completed by: _____