



General Data Protection Regulation Information Request Form

This form should be used to request access to your personal data held by Your Consortium Ltd. Please complete all relevant sections of this form - including a copy of your proof of identity, sign the form and send it to us.

About You

First name:

Surname:

Date of Birth:

Please send us a copy of photo evidence to provide proof of identity: This might be:

- Passport
- Driving Licence
- Immigration document
- or another **formal** document photo proof of identity

Why We Might Hold Your Data

The name of the programmes or contracts you participated in:

Or

Approximate dates of participation:

Delivery partner organisation if known:

Response Format

We can respond to you in two ways. Please let us know how you would want information sent to you by ticking the appropriate box.

Paper – a paper copy showing all data held will be sent by registered post. This will include a print out of image files and a link to any publicly viewable video files. Please provide the address this should be sent to, including postcode:

Postal Address:

Electronic – A CSV file of all data, pdf of photo files and link to publicly viewable video files will be sent by secure data transfer. Please provide an email address for notification of the transfer. CSV files can be imported into many other software applications.

Email Address:

Formal Request

Signature of requester:

Date of request:

This form and a copy of your photo proof of identity should be either:

e mailed to finance@yourconsortium.org

mailed via recorded delivery to:

Your Consortium
Chain Lane Community Hub
Chain Lane
Knaresborough
HG5 OAS

Please mark your envelope - "In Confidence"

or **handed** to a Your Consortium staff member on site at our office.

Your Rights

For information about the General Data Protection Regulation please visit the Information Commissioner's website at www.ico.org.uk

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