

Subject Access Requests – Guidance Notes

The following information is provided as guidance only. It is not exhaustive and is provided to assist individuals who wish to make a subject access request application to the RSPCA Danaher Animal Home. It sets out how to make an application and gives an indication of the type of information you may likely receive. Importantly, it sets out the type of information you will not receive.

1. Under the Data Protection Act 1998 (“Act”) individuals have a right of access to all of the personal data, held by the RSPCA Danaher Animal Home that relates to them. The Act gives you the right to find out what information is held about you.
2. Individuals have the right to know whether or not the RSPCA Danaher Animal Home holds personal data about them and if so, what that data is. It does not give a right of access to information that is not personal data or a right of access to the personal data of someone else.
3. In order to help the RSPCA Danaher Animal Home retrieve the personal data you have requested, we ask you to complete the Subject Access Request form, detailing the information you seek, and return it to the address below. It is not required that this form be completed, however, it would assist us greatly in locating the information.
4. In some circumstances, some personal data may not be supplied. The Act allows a number of exemptions to be applied to the personal data, where held. For example, where any disclosure would be likely to be prejudicial to a criminal investigation.
5. The RSPCA Danaher Animal Home must be satisfied as to the identity of the person making the request. Photocopies of identification documents should be provided from the following lists (one from each).

List A – proof of name & signature:

- Driving licence (photocard)
- Passport
- EU member state identity card

List B – proof of address:

- Council tax payment book (current tax year)
- House or car insurance document
- Solicitor’s letter
- Utility bill, bank/building society statement or credit card statement (within the last 3 months).

6. You will receive a response as soon as possible and within the statutory deadline of 40 days.

7. If you have any questions you can email us at reception@rspcaessex.org.uk

8. Please return your request and proof of identity, marked PRIVATE & CONFIDENTIAL, to: Data Protection, RSPCA Danaher Animal Home, Thorley Farm, Heddingham Road, Wethersfield, Essex, CM7 4EQ

Subject Access Request

Full Name (Including previous name(s))	
Current Address & Post Code	
Previous Address & Post Code (Use additional sheet(s) if necessary)	
Contact Details	Telephone (daytime): Email:
Identification (Tick as many boxes as necessary)	<input type="checkbox"/> Proof of name and signature (list A) <input type="checkbox"/> Proof of address (list B) <input type="checkbox"/> Power of attorney <input type="checkbox"/> Signed letter of authority
Information requested (use additional sheet if necessary)	
Please sign this form to confirm that you are the Data Subject / Authorised Agent of the Data Subject named above *, check the information provided and ensure the relevant documents are attached.	
Signed: _____ Date: _____	
* Please delete as applicable	

Please return your completed form and proof of identity, marked PRIVATE & CONFIDENTIAL, to: Data Protection, RSPCA Danaher Animal Home, Thorley Farm, Hedingham Road, Wethersfield, Essex, CM7 4EQ