# Subject Access Request form

You can use this form to make a request under the Data Protection Act (2018) and UK General Data Protection Regulation (UK GDPR) to receive a copy of personal data that the Sutton Trust holds about you. Once completed, this form should be forwarded to the Sutton Trust and your request will be sent to the relevant head of department who will deal with your request. Please send this form to:

Email: [dataprotection@suttontrust.com](mailto:dataprotection@suttontrust.com)

*Address: The Sutton Trust, 9th Floor Millbank Tower, 21-24 Millbank, London, SW1P 4QP*.

By completing this form, you are making a request under the GDPR for a copy of personal data held about you by the Sutton Trust that you are eligible to receive.

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| Full name: (please also provide any other names under which you may have engaged with the Sutton Trust)*:* |
| Address: |
| Contact telephone number: |
| E-mail address: |
| What is or was your connection with the Sutton Trust?  Employee/Former employee/Job applicant/Programme participant/Partner organisation/ Donor/ Other *(please specify)*\* *(\*Delete as appropriate)*  *If you are requesting access to personal data on behalf of the data subject, please include evidence of authorisation when forwarding this form to the email address indicated above.* |
| *If you selected ‘Programme participant’, please tell us which programme you participated in and in which year:* |
| It will assist us in dealing with your request if you could set out details of the specific documents or files you wish to see. Where possible, please provide us with the following:   1. a precise description of the personal data that you are requesting: 2. If relevant, please specify the time period for which you are requesting your personal data: 3. the dates you engaged with the Trust (or when the data was collected): 4. the names of any individuals (and/or departments) whom you believe may hold the personal data that you are requesting: 5. any other information which will assist us in searching for the personal data that you are requesting: |
| What items of documentation have you supplied with this form as evidence of your identity, e.g. a driving licence, passport or national identity card? |

By completing this form, I accept that I am making a request under the UK GDPR for (a) confirmation as to whether or not my personal data are being processed by the Sutton Trust, (b) access to copies of my specified personal data, and (c) the provision of the following supplementary information:

* the purposes of the processing
* the categories of personal data concerned
* the recipients, or categories of recipients, to whom my personal data have been or will be disclosed, in particular recipients in non-EEA countries
* where possible, the envisaged period for which my personal data will be stored, or, if not possible, the criteria used to determine that period
* the existence of my right to request rectification or erasure of my personal data or restriction of processing of my personal data or to object to such processing
* my right to lodge a complaint with the Information Commissioner’s Office
* where my personal data are not collected from me, any available information as to their source
* the existence of automated decision making, including profiling, and meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for me
* where my personal data are transferred to a non-EEA country, what appropriate safeguards are in place relating to the transfer.

By signing below, I confirm that I am the data subject named above and that, where you have reasonable doubts concerning my identity, you may contact me to request me to provide additional information necessary to confirm my identity before responding to my request. I acknowledge that you may also need to contact me to obtain any further information that you require to enable you to comply with my request.

Please note that whilst we will always make every effort to answer your request, under certain circumstances we are not obliged to respond. This might be where your request is disproportionate or excessive or where you are unable to assist us in locating certain information. If we decide that we cannot uphold your right to access your personal data, we will explain our decision and you have the right to object to this.

I understand that it may take up to one month from receipt of this form before a reply to my request is provided to me. I acknowledge that 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.

Finally, I accept that if I have made this request electronically, and unless I otherwise request, you will provide my personal data in a commonly used electronic form.

**Signed:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Date:** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .