



## Subject Access Request Form

Under the Data Protection Act 1998 you have the right to find out what personal information the Oddfellows holds about you. Please complete the form below to request a copy of this information. An administration fee of £10 is charged for this service and a cheque or postal order made payable to 'The Oddfellows' must be submitted with your request. Your request will be processed promptly once we have the information we require from you and the fee. Notes to help you fill in the form are provided on page 3.

### **Section 1 – Your details**

Title		Sex (male / female)	
Forenames in full			
Surname or Family Name			
Maiden / Former surnames			
Current Address			
Postcode			
Date of Birth	DD/MM/YYYY		
Contact number (day)			
Email Membership or Policy number			

If you have been known to us by a different name, or at a different address during the period to which the information you are seeking relates, please state the name(s) and address(es) below with the relevant dates:

## **Section 2 – Proof of identity**

To help establish your identity, you must provide;

- Two different documents as evidence of your name and current address - you can send certified copies, however, we reserve the right to ask to see original documents. Documents accepted are; Passport, birth certificate, driving licence & utility bill.
- Copies must be certified – this can be performed by any of the following: an **accountant, solicitor, bank clerk, post office official, minister of religion, judge/magistrate, company director, doctor.**

## **Section3. – Help us to find the information**

Please use the space below to provide further details that may help to locate the information. For example, specific documents or information that you are seeking; the likely location of the information; the name of any person in the Oddfellows who may have created or had access to the information; and any relevant time periods.

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## Section 4 – Declaration (to be signed by the applicant)

The information I have supplied in the application is correct and I am the person to whom it relates. I understand that this information will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes.

Signed	Date
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Please send your completed form and additional information to;

Data Protection Officer  
The Oddfellows  
Oddfellows House  
184-186 Deansgate  
Manchester  
M3 3WB

## For office use only

Form received by	
Department	
Date received	
Form complete	
Form signed	
Original evidence of ID checked and returned to requester	Yes/No
Type of ID seen/supplied	
ID countersigned	Yes/No
Date returned	
Fee attached	Yes/No
If no, date fee requested	
Date fee received	
40 Calendar day expiry date	
Request referred to	
Date	
Response completed and sent on	

## Notes on making a subject access request

### 1. Introduction

These notes are intended only as a guide to completing the Oddfellows Subject Access Request form, not as a guide to the Act itself. For further advice on filling out the forms, please telephone us on 0161 832 9361 (or email us at [info@oddfellows.co.uk](mailto:info@oddfellows.co.uk)).

Data protection law is set out in the Data Protection Act 1998. Further information and advice is also available from the website (see link below) of the data protection regulator - the Information Commissioner's Office (ICO).

[http://www.ico.org.uk/for\\_organisations/data\\_protection/subject\\_access\\_requests](http://www.ico.org.uk/for_organisations/data_protection/subject_access_requests)

### 2. Your Rights

Under the Act you have (subject to certain exemptions) the right to be told whether the Oddfellows, as a data controller, is holding or processing any information about you; and if so, to be provided with a copy of that information. The records covered by the Act include all computer records and limited categories of manual records.

### 3. The Oddfellows' Rights

Where an exemption is available under the Act, the Oddfellows may not provide you with the information covered by the exemption. The main exemptions that may be applied are where the information held relates to:

- the carrying out of our regulatory functions;
- the prevention or detection of crime; or
- the apprehension or prosecution of offenders.

and where disclosure of the information would be likely to prejudice any of these purposes. We are not required to tell you whether any exemptions have been applied to any information that we may provide, or whether any information has been withheld or the reason for the withholding of any information.

#### **4. Payment**

A fee of £10 is payable for each subject access request that you submit. Please send a cheque or postal order. We do not accept credit cards, debit cards, cash, or any other currency. Cheques etc. should be made payable to 'The Oddfellows'.

Applications that do not include the correct fee in an acceptable form will not be processed. Similarly, cheque payments that fail to clear will also result in the application not being processed. We will contact you in these situations.

#### **5. Processing by the Oddfellows**

Applications will be processed promptly, but in any event a response will be made within 40 calendar days, as permitted under the Act, from the date that we accept the properly completed application form along with your proof of identity and fee.

Application forms will not be accepted or processed unless the application form is completed correctly with all requested information being supplied, proof of identity provided and the correct fee paid.

#### **6. Section 1 – Your details**

Please give us information about yourself that will assist us in finding the information you require. You should complete this section fully and carefully as the information will be used as the basis for our internal searches.

For your protection, any correspondence that we send you (including any information that we send to you in response to your request) will be sent only to the home address that you give here.

Where you have submitted the request via your legal representatives, you are still required to complete the form in full and provide proof of identity. Our response will be sent to your legal representatives' registered offices.

The information will also help the Oddfellows to confirm your identity (see Note 7).

#### **7. Section 2 – Proof of identity**

The Oddfellows has a duty to ensure that the information it processes is secure; the Oddfellows will only provide the information relating to you if we are satisfied regarding your identity, ie that you are entitled to the information. We therefore require you to provide us with reasonable proof of your identity. Examples of the types of identity documents that we will accept are listed under Section 2.

Applications that do not include acceptable identification will not be processed, but we will contact you should this be the case.

The Oddfellows does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information the Oddfellows holds about you may identify another person, you may wish to obtain that

person's written consent (to you being given his/her information). That should be submitted to us with this application, along with their proof of identity (to the same standard as is required for yourself).

### **8. Section 3 – Help us to find the information**

In order to assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known (eg who in the Oddfellows was/might be dealing with the matter). Guidance from the Office of the Information Commissioner states:

“Data subjects frequently make open ended requests for access ('Give me a copy all the data you hold on me'). However the Act [Section 7(3)] specifies that a data controller is not obliged to comply with a request ... unless he is supplied with such information as he may reasonably require in order to locate the information which that person seeks. In most cases an open ended request will not satisfy this provision”.

### **9. Section 4– Declaration**

Please sign and date the application. We are unable to accept applications that have not been signed by the person whose details are supplied in section 1, and will not process any application unless it has been signed and dated.

**Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.**

### **10. Submission**

When you have completed the form, please send it together with your proof of identity and fee to:

Data Protection Officer  
The Oddfellows,  
Oddfellows House  
184-186 Deansgate  
Manchester  
M3 3WB

Forms that are incomplete will be returned; forms that are complete but for which suitable identification and/or fee have not been received will be put on hold until you send us the missing items.