



## The Oddfellows Subject Access Request Form

A key feature of the General Data Protection Regulations (GDPR) is the empowerment of individuals to be able to access and potentially amend/delete any information that a firm holds about them. With this in mind the Society has produced this form to assist individuals in this regard.

Should you wish to receive a copy of the information the Society holds on you please complete the form below and we will endeavour to assist. Notes to assist you are provided on page 3.

### Section 1 – Your details

Title		Sex
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		

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 this 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 and 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.

### **Section 2 a – Costs**

As stated the aim of Subject Access Requests are to allow individuals access to view and assess the accuracy of their data held by the Society. As such subject access request will be free of charge in the majority of cases. However, the Society does reserve the right to charge an administration fee in the event that the Society considers the request to be manifestly unfounded or excessive, particularly if it is repetitive.

### **Section 3 – 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.

#### **Section 4 – Formatting and special requirements**

The Society is required to provide your data using a reasonable means of communication. With this in mind the Society will be happy to provide your data either in writing or electronically via email. Please indicate below which method would be preferable although please note that your data will only be issued to the postal/email address on file. The Society will also be happy to consider any special requirements you may have. Should this be applicable to you please provide details of this in the space overleaf.

Email	
Writing / Post	

#### **Section 5 – 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 Advisor  
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	
30 Calendar day expiry date	
Request referred to	
Date	
Response completed and sent on	

## **Notes on making a subject access request**

### **1. Introduction**

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

<https://ico.org.uk/for-the-public/>

These notes are intended only as a guide to completing the Oddfellows Subject Access Request form, not as a guide to Subject Access Requests under GDPR 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)).

### **2 . Your Rights**

Under GDPR 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 or request for that information to be updated or deleted completely.

### **3. The Oddfellows' Rights**

Where an exemption is available under GDPR, 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**

The Society will not charge a fee except in case where the Society deems the request to be manifestly unfounded or excessive or where additional copies are requested.

Where a fee is requested 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 are deemed to require a fee and 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 30 calendar days, from the date that we accept the properly completed application form along with your proof of identity and (where applicable) fee.

Where the Society believes that the request is complex or numerous the Society may extend the processing period to 60 days. In this event the Society will write to you to explain its decision to extend to 60 days within the 30 day period.

The Society reserves the right to return an application form if it is not completed in full. This is to ensure that the information that we provide is accurate. In addition the Society will not accept or process applications forms unless it is provided with proof of identity and (where applicable) the correct fee paid.

The Society may also refuse to deal with a request if the Society believes that the request is manifestly unfounded or excessive, particularly if it is repetitive. In this case the Society will write to you to explain its decision and advise of your right to complain or take further action should you so wish.

## **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 as much information as possible and its possible location if known

### **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 a criminal offence.**

### **10. Submission**

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

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

Forms that are not completed to a sufficient level will be returned; forms that are complete but for which suitable identification and/or fee (where applicable) have not been received will be put on hold until you send us the missing items.