

# Data Subject Access Request Form





## Using the Form

This form can be used if you are making a request for information under the Data Protection Act 2017.

- The full Data Protection act can be accessed at <https://ico.org.uk/>
- Details of your rights to access to your information can be found at the [ICO Guidance for Right of Access](#)
- Inspira's Privacy policy can be found [www.inspira.org.uk/privacy-policy](http://www.inspira.org.uk/privacy-policy)

Please note: Sections marked (\*) are mandatory and must be completed.

### Applicant Details\*

To assist Inspira with processing your request you must supply your name and your preferred method of contact - either an email address OR postal address. If you are submitting a request for personal data about a person other than yourself, please include full details of the person and include how you have the right to request the information in **Information Required**.

Title
Name*
Address
Contact numbers (Day/Evening and mobile)
E-mail



### Information Required\*

Please provide a description of the information you require i.e. date of birth, dates, department. If you need any help with your request click on the following click **Do's and Don'ts for Making Requests.**

Description of the information you require:



## How would you like to receive the information?\*

Where a request is excessive or unfounded, a fee may be payable.

- By email
- In permanent electronic/paper format, please state your preference in additional information.

## Do I need to provide anything else?

When requesting information from Inspira you should provide your name, address and telephone number. Also provide a full description of the information you require. If you can tell us dates and who the information is held by, for example the department, team or employee, it will help us to locate it more quickly. We will contact you if we need any further details or clarification.

Inspira is legally obligated to verify your identity before any personal data is disclosed. If further evidence of your identity, address, legal status or relationship to the data subject is required we will contact you directly.

## Further Information

Address	Data Protection Officer, Inspira, Gillan Way, Penrith 40 Business Park, Penrith CA11 9BP
Email	<a href="mailto:DPO@inspira.org.uk">DPO@inspira.org.uk</a>
Website	<a href="http://www.inspira.org.uk/privacy-policy">www.inspira.org.uk/privacy-policy</a>

## Privacy and Processing Notice

Any personal information you provide on this form will be held and processed by Inspira for the purpose of administering and responding to your request. This information will be held securely and will not be disclosed to other parties, without your permission (unless there is a reason in law for us to do so). The information which you provide will be destroyed in a secure manner when the retention period has expired.

Only send this form if you agree to Inspira processing the data for the purpose stated above.