**SUBJECT ACCESS REQUEST FORM**

The General Data Protection Regulation (GDPR) provides you with a right of access to personal information we hold about you. The right applies to information in our own business records.

Please complete this form and provide the necessary proof of identity if you wish to have a copy of your data. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity. NNRF does not charge for Subject Access Requests.

**Section 1: Data Subject Details**

Please fill in your details (the data subject).

|  |  |
| --- | --- |
| **Forename:** |  |
| **Surname:** |  |
| **Date of Birth:**  |  |
| **Address: (Current)** |  |
| **Address:** **(Previous as given to NNRF)** |  |
| **Telephone number:**  |  |

**Section 2: Proof of Identity**

We require proof of your identity before we can disclose personal data. Proof of your identity could be your BRP card, ARC card, passport, National ID card or driving licence – ***only one*** of these is needed. If none of these are available, please contact the Operations Manager for advice 0115 960 1230.

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| I am enclosing the following copies as proof of identity:**Asylum Registration Card (ARC)** [ ]  **Biometric Resident Permit card** [ ]  **Passport** [ ]  **National ID card** [ ]  **Driving Licence** [ ]  |

**Section 3: Data**

Please tell us what information you are requesting and if you know, in which capacity the information is being held, together with any names or dates you may have. If you do not know the full details just tell us what you do know. If you do not know exact dates, please give the year(s) that you think may be relevant.

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| **Data Subject Declaration**I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that NNRF is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request. |
| **Name:**  |
| **Signature:** |
| **Date:** |

**Please send your completed form and proof of identity to NNRF, Sycamore Centre, 33a Hungerhill Road, Nottingham NG3 4NB or via email to** **info@nottsrefugeeforum.org.uk**