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**Data Subject Request Form**

The following information is needed to help us give a quick and accurate response to your enquiry. Please complete the information below and return the form with the additional information referred to below by post or email (contact details are provided at the end of this form).

**Part 1. Your request**

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| Title: |  |
| Surname: |  |
| Forename(s): |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |
| Other name by which you have been known, if applicable: |  |
| Relationship to Brooke eg donor, supporter, employee: |  |
| Data subject right relied upon (See Annex A for explanation of the principal rights)  If unsure, please leave this section blank and provide an in depth explanation of your request below |  |

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| Please provide a detailed description of your request. Include any further information which will enable us to locate your personal data and comply with your request. |

**Part 2. Proof of identity**

The General Data Protection Regulation (GDPR) requires Brooke to satisfy itself as to the identity of the person making the request. Please send a photocopy of two forms of identification:

* Proof of identity (e.g. Passport, Photocard Driving Licence)
* Proof of address (e.g. recent utility bill or HMRC tax bill)

to our GDPR Programme Manager at the address below with this form duly completed.

Brooke will store your personal data securely and in compliance with the GDPR and will only store it for as long as is necessary after which it will be securely destroyed or deleted from our electronic records. For further information about how we store your personal data please see our [privacy statement](https://www.thebrooke.org/about-brooke/privacy-statement).

If you are not able to supply this documentation please contact us to discuss alternative proof of identity arrangements. If Brooke is unable to satisfy itself as to your identity from the documentation you send us, we will contact you as soon as possible.

We will make every effort to deal with your request and where applicable provide you with copies of the information and other information to which you are entitled. However, where we believe that any requests are manifestly unfounded or excessive we reserve the right to charge a reasonable fee or refuse to act on your request.

If following our response to your request you have any further requests that you wish to make (eg that we rectify or erase any personal data that we are holding about you) please contact us again using this form. You will not need to provide us with forms of identification for any further request made within three months of the initial request.

**Part 3. Declaration**

I am the data subject named in Part 1 of this document, and hereby request, under the provisions of the General Data Protection Regulation, that Brooke deals with my data subject request and, if applicable, provides me with any copies of my personal data I have requested as described in Part 1.

I enclose two forms of identification.

Signature: …………………………………………………………………………

Date: ………………………………………………………..............................

Please send the completed form and identification to:

GDPR Programme Manager

The Brooke Hospital for Animals

5th Floor, Friars Bridge Court,

41-45 Blackfriars Road, London SE1 8NZ

Email: [dataprotection@thebrooke.org](mailto:dataprotection@thebrooke.org)

**ANNEX A: Data Subjects’ Rights**

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| Right of access | You have the right to obtain confirmation that your personal information is being processed, access to your personal information and certain other information about how we capture and process your data. Formerly known as a Subject Access Request. |
| Right of rectification | You have the right to request that we correct and update factually inaccurate information that we may hold about you or complete it if it is incomplete. |
| Right to erasure | You have the right to request that your information be deleted from our systems and databases. The right is not an absolute one and only applies in certain circumstances. |
| Right to restrict processing | You have the right to request that we restrict the processing of your personal information in certain circumstances. |
| Right to object to processing | You have the absolute right to stop the processing of your personal information in the following circumstances:   * for direct marketing purposes (including profiling), * where we may be processing your information under the legitimate interest basis. |
| Rights in relation to automated decision making and profiling | You have the right to object to automated decisions where we are using your personal information in a computerised model or algorithm to make decisions “that have a legal effect on you” or where they are profiling you eg for wealth screening purposes. |
| Right to data portability | You have the right to data portability. This means that you can obtain and reuse your personal information for your own purposes across different services. |

A more detailed explanations of these and other data subjects’ rights is available on the [Information Commissioner’s website](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).