

Customer Data Request Form: Guidance

How to use this form

You can use this form if you intend to make a request to exercise one of your following rights under Data Protection law:

- Subject Access Request (or Right to Access)
- Right to Rectification
- Right to Erasure
- Right to Restrict Processing
- Right to Data Portability
- Right to Object

Please fill out this form if you intend to make one of these requests, stating the type of request made from the list above. Details of where to send this form once completed are given at the bottom of the form.

Your Rights

Under Data Protection law, you have the right to access the personal information that BCHA processes about you and to request information about:

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

Where allowed by law, you may also have the right to:

- request erasure of your personal data ("right to be forgotten")
- restrict BCHA processing your personal data
- object to any direct marketing from us
- request your personal data is moved, copied or transferred from one IT environment to another ("right to data portability")

BCHA does not employ any automated decision-making or profiling in relation to your personal data.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

For further information, visit the ICO website at: <https://ico.org.uk/for-the-public/>

Customer Data Request Form

1. Personal Details:	
Data Subject's Name:	
Home Telephone No:	
DOB:	___ / ___ / _____
Email:	
Data Subject's Address:	
Any other information that may help us to locate your personal data:	
2. Specific Details of the Information Requested:	
Type of Request:	

3. Representatives <i>(only complete if you are acting as the representative for a data subject)</i> <i>[Note: We may still need to contact the data subject where proof of authorisation or identity are required]</i>	
Representative's Name:	
Relationship to Data Subject:	
Telephone No:	
Email:	
Representative's Address:	
I confirm that I am the authorised representative of the named data subject: Representative's Name: _____ Signature: _____	
4. Confirmation	
Data Subject's Name: _____ [print name] Signature: _____ Date: ____ / ____ / ____	
5. Completed Forms	
<i>For postal requests, please return this form to:</i> Company Secretary BCHA, The Factory Alder Hills Poole BH12 4AS <i>For email requests, please return this form to:</i> companysecretary@bcha.org.uk	