

Angela's Tai Chi School
Subject Access Request Form (SAR)

The General Data Protection Regulation, or GDPR, states that individuals have the right to ask organisations to confirm whether or not these organisations hold and process their Personal Data. This Personal Data could include your name, identification number, contact details, bank details, race, gender, age, health status, email address, location, online identifier and the like. Individuals also have the right to access their Personal Data. They may do this in order to challenge the accuracy of such data and to request rectification of any inaccurate data.

There are other reasons too, like erasure and data portability. You may have come across this term in the media. There are instances where you may request an organisation to erase or delete your data. For example:

- Where the data is no longer needed to satisfy the purpose for which it was collected in the first place
- Where an individual has withdrawn the consent initially given for collection of the data
- Where the individual has successfully raised an objection to the processing
- If the data is being processed unlawfully
- Where the data was collected in relation to the offer of information

Data portability - In some cases, an individual has the right to have his or her data transferred to other organisations. This is where automated processing takes place and the processing is based either on consent from the individual or on a contractual relationship between the individual and the organisation. Kindly note that there may be instances where we might charge a fee for copies of records - especially where the requests are excessive or incur significant administrative costs.

How to make a request - Download this form and print a copy, complete it and then email or post it as directed on the form.

REQUEST FOR ACCESS TO RECORD OF A PRIVATE BODY

REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016

The Data Subject shall have the right to obtain from the Controller, confirmation as to whether or not Personal Data concerning him or her are being processed, and, where that is the case, access to the Personal Data.

Subject Access Request (SAR) Form

Please complete the form. Please use another sheet of paper if more space required.

A. Particulars of the Controller from whom you are requesting access

Company name Angela's Tai Chi School
Address 80 Errol Street, Liverpool L17 7DJ
EU State UK
Telephone 07568 567602
Email angela@angelataichi.co.uk
Data Protection Officer Angela Howarth, (Address, Telephone and Email as above)

B. Particulars of the person making the request

| |
|---|
| Names and surname: |
| Form of identity: |
| Identity number (if known): |
| Postal address: |
| Telephone number: |
| Fax number: |
| Email address: |
| Are you applying on behalf of another person? Yes/No (If Yes also complete section C. below) |

C. Particulars of the person on whose behalf the request is made

This section must be completed ONLY if a request is being made on behalf of another person.

| |
|---|
| Give reasons why the person is unable to personally make the request: |
| Names and surname: |
| Form of identity: |
| Identity number (if known): |

D. Particulars of the record being requested

| |
|--|
| Provide full particulars of the record to which access is requested, including any reference number if that is known to you, to enable the record to be located. Examples include your personnel file, emails between 'A' and 'B' (between certain dates), your medical records held by your doctor, CCTV camera images, copies of statements, your exam results, educational records. |
| Description of the record: |

E. Our response to your request

How would you prefer our response and any information to be presented to you?

Orally In writing Via email

Details of the right/s you wish to exercise

Individuals have the right to request access to information about them that we hold. They also have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress, the right to prevent processing for the purpose of direct marketing, the right to object to decisions being taken by automated means and, in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

They also have the right to lodge a complaint with a Supervisory Authority.

Provide details of your personal data which might be incomplete, inaccurate or outdated, which you wish for us to rectify

Provide details of your personal data you may wish for us to erase, e.g. where we no longer have a purpose to use the data; where you want to withdraw any consent previously given for us to use it; where our usage may be unlawful or where the data belongs to a child who makes use of our online services

Provide details of your personal data you wish for us to stop processing e.g. while we may be verifying the accuracy of your data; where you might oppose the erasure of data being processed unlawfully; where we no longer use the data but you may need for us to keep the data for legal purposes or where you might have objected to processing, but we may be challenging on legitimate grounds

Provide details of your personal data you may wish for us to give to you or any other organisation or organisation. This can only be your personal data which we process on computers and where you have given us your consent to process that data

Provide details of objections you might wish to raise e.g. in respect of any direct marketing to yourself, any machine based (computerised) decision we might be making (e.g. credit scoring, e-recruiting), or any profiling we might be doing around matters such as your personal preferences, work performance, economic situation, health, behaviour, location or movements

Depending on the type of request and the number of records requested, we may charge certain fees to service the request. Please contact us directly should you have any query with regards to fees. Where requests from a Data Subject are manifestly unfounded or excessive, in particular because of their repetitive character, the Controller may either charge a reasonable fee taking into account the administrative costs of providing the information or communication or taking the action requested; or refuse to act on the request. The Controller shall bear the burden of demonstrating the manifestly unfounded or excessive character of the request.