



Right of Access AKA Subject Access Request – Guidance Notes

The following information is provided as guidance only. It is not exhaustive and is provided to assist individuals who wish to make a subject access request application to the RSPCA. It sets out how to make an application and gives an indication of the type of information you may likely receive. Importantly, it sets out the type of information you will not receive.

1. Under the General Data Protection Regulation (“GDPR”) and subject to the Data Protection Act 2018 (“DPA”) individuals have a right of access to the personal data, held by the RSPCA, that relates to them. The GDPR gives you the right to find out what information is held about you and why it is held.
2. Individuals have the right to know whether or not the RSPCA holds personal data about them and if so, what that data is. It does not give a right of access to information that is not personal data or a right of access to the personal data of someone else.
3. In order to help the RSPCA retrieve the personal data you have requested, we ask you to complete the RSPCA Subject Access Request form, detailing the information you seek, and return it to the address below. It is not required that this form be completed, however, it would assist us greatly in locating the information.
4. In some circumstances, some personal data may not be supplied. The DPA allows a number of exemptions to be applied to the personal data, where held. For example, where any disclosure would be likely to be prejudicial to a criminal investigation or information is subject to legal professional privilege.
5. Any requests for personal data that is held by Freedom Food Limited should be submitted directly to this organisation, through their own application process.
6. This application does not cover RSPCA branches as they are separate affiliated charities. Requests for personal data, held by a branch, must be directed to the branch concerned.
7. The RSPCA must be satisfied as to the identity of the person making the request. Photocopies of identification documents should be provided from the following lists (one from each).

List A – valid proof of name & signature:

- Driving licence (photocard)
- Passport
- EU member state identity card

List B – current proof of address:

- Council tax payment book (current tax year)
- House or car insurance document
- Solicitor’s letter
- Utility bill, bank/building society statement or credit card statement (within the last 3 months).

8. You will receive a response as soon as possible and within the statutory deadline of one month.
9. Please send any questions and/or your request and proof of identity, marked PRIVATE & CONFIDENTIAL, to: Data Protection Team, RSPCA, Wilberforce Way, Southwater, Horsham, West Sussex, RH13 9RS or email us at data.protection@rspca.org.uk.

Subject Access Request

Full Name (including previous name(s))	
Current Address & Postcode	
Any Previous Address(es) & Postcode(s) if necessary	
Contact Details if necessary	Telephone (daytime) : Email :
Identification (Tick as many boxes as necessary)	<input type="checkbox"/> Proof of name and signature (list A) <input type="checkbox"/> Proof of address (list B) <input type="checkbox"/> Power of attorney <input type="checkbox"/> Signed letter of authority
Information requested (Use additional sheet if necessary)	
How would you like to receive the information?	<input type="checkbox"/> Sent via post special delivery OR* <input type="checkbox"/> Sent via email as encrypted attachment (7Zip encryption) <i>* Any further copies may be subject to an administrative fee</i>
<p>Please sign this form to confirm that you are the Data Subject / Authorised Agent of the Data Subject named above **, check the information provided and ensure the relevant documents are attached.</p> <p>Signed: _____ Date: _____</p> <p>** Please delete as applicable</p>	

Please return this completed form marked **PRIVATE AND CONFIDENTIAL** to Data Protection Team, RSPCA, Wilberforce Way, Southwater, Horsham, West Sussex RH13 9RS or email us at data.protection@rspca.org.uk.