

## SUBJECT ACCESS REQUEST FORM

Please complete sections 1-4 and 8 if you are applying to access your own personal information. If you are giving permission to someone else to apply for access to your personal information on your behalf, all sections must be completed. Please print clearly in capitals using a ballpoint pen and return the completed form to [data@history.org.uk](mailto:data@history.org.uk) or by post to: SA Requests, Historical Association, 59a Kennington Park Road, London, SE11 4JH

### 1) Personal Details (of data subject)

<b>Surname</b>	
<b>Forename</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email</b>	

Before processing a request we require proof of the identity of the data subject. This is to protect the identity of the data subject and ensure compliance with the Data Protection Act.

### 2) Proof of identity (of data subject)

To help us establish your identity you must enclose proof of your identity. This can be a copy but must be current. Please indicate which you have enclosed:

- Passport   
 Driver's Licence   
 Birth certificate   
 Other



**Historical Association**  
The voice for history

**Historical Association**  
59a Kennington Park Road,  
London SE11 4JH

Incorporated by Royal Charter.  
Registered charity 1120261.

**T:** 0300 100 0223  
**F:** 020 7582 4989  
**E:** enquiries@history.org.uk  
**W:** www.history.org.uk

**3) Details of information required.**

Please be as specific as possible and include the date range of the information you wish to access and where it is likely to be held, if possible.

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**4) Authorisation of data subject**

<b>Signature</b>		<b>Date</b>	
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If the information is being requested on behalf of the data subject by a third party we also need to establish proof of identity of the third party.

**5) Personal Details (of third party acting on behalf of the data subject)**

<b>Surname</b>	
<b>Forename</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email</b>	



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## 6) Proof of identity (of third party acting on behalf of the data subject)

If you are acting on behalf of the data subject you must enclose a copy of your identification and official documentation showing that you are authorised to apply on behalf of the data subject. This is to protect the identity of the data subject and ensure compliance with the Data Protection Act.

## 7) Authorisation of data subject for third party request (if possible)

<b>Signature</b>		<b>Date</b>	
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## 8) Checklist

Please ensure you have enclosed the following information:

- Proof of identity of data subject
- Proof of authorisation (if applicable)

## Further Information:

### Is there a charge?

This request is free of charge however we maintain the right to charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive. This fee is based on the administrative cost of providing the information. In the case of excessive repetitive requests we have the right to refuse to respond.

### When can I expect to receive a response?

Once we have all the information necessary to respond to your request we will provide the information within one month of receipt. This timeframe may be extended by up to two months if your request is particularly complex, in which case you will be notified within one month of receipt. If we have to write to you requesting further information the 'clock' stops until all the necessary documentation has been provided.

Please note that it is an offence to impersonate an individual to obtain personal data under the Data Protection Act.

If you have any further queries please email [data@history.org.uk](mailto:data@history.org.uk)