



SUBJECT ACCESS REQUEST

This form is to be used by individuals who wish to find out what information, if any, is held by Gas Safe Register that relates to them.

Note: The completion of this form is not compulsory but is designed to help you provide us with the information we need to deal with your request. Requests made in other formats will also be accepted.

There is a guide on page 6 which will assist you in completing this form.

The information requested below will help Gas Safe Register (a) satisfy itself as to your identity and (b) find any data held about you. Please complete the areas in grey, and use BLOCK letters and BLACK ink.

Section 1 – About yourself

Title (Please tick one)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Title (please state):
Forename(s)	
Surname / Family Name	
Telephone Number (Day)	
Email address	
Home Address	
Post Code	

If you are registered with Gas Safe Register please provide the following details:

Registration Number	
Business Trading Name	
Business Address	
Business Post Code	
Business email address	
Business Contact Number	

N I Number	
Date of Birth (dd/mm/yyyy)/...../.....

If you would have been known to us by a different name, or at a different address (home or business) during the period to which the information you are seeking relates, please provide the name(s) and address(es) below:

Name 1					
	From (Date):		To (Date):		
Name 2					
	From (Date):		To (Date):		
Address 1					
				Post Code	
	From (Date):		To (Date):		
Address 2					
				Post Code	
	From (Date):		To (Date):		

Section 2 – Proof of applicant’s identity

To help establish your identity, you **must** submit a copy of one document from each of the following categories with your application:

(a) Confirmation of name: - full driving licence*, passport, birth certificate.

(b) Confirmation of name and address: - full driving licence*, utility bill, bank or credit card statement, child benefit book, pension book (or other equivalent/similar official document – but it **MUST** show your name and address).

Please DO NOT send an original passport, driving licence, birth certificate or identity card

*Complete copies of both parts of your full (not provisional) driving licence will be sufficient for both categories

I am providing the following types of identification:

(a)		(b)	
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Note: Any documents provided as proof of identity will be returned to you. No copies of these documents will be taken or held on our files.

Section 5 – Representative Details

(If completed GSR will reply to the address you provide in this section)

Name of Representative	
Company Name	
Postcode	
Email address	
Contact Number	

Section 6 – Proof of the Representative’s identity

Please provide copies of two pieces of identification from the list in section 2 and indicate below which ones you are supplying.

Please DO NOT send an original passport, driving licence, birth certificate or identity card

*Complete copies of both parts of your full (not provisional) driving licence will be sufficient for both categories

I am providing the following types of identification:		
(a)	(b)	

Note: Any documents provided as proof of identity will be returned to you. No copies of these documents will be taken or held on our files.

Section 7 – Authority to release information to a Representative

A representative, needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority. This must be an original signature, not a photocopy.

I hereby give my authority for the representative named in Section 5 of this form to make a Subject Access Request on my behalf under Data Protection Legislation		
Signature of Applicant		Date:
Signature of Representative		Date:

Guide to making a Subject Access Request

1. Introduction

These notes are intended only as a guide to completing the Gas Safe Register Subject Access Request form, not as a guide to the Act itself. **Completion of the form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.**

2. Your Rights

Under the Act you have (subject to certain exemptions) the right to be told whether Gas Safe Register, is holding or processing any information about you; and if so, to be provided with a copy of that information.

3. Gas Safe Register's Rights

Where an exemption is available under the Act, Gas Safe Register may not provide you with the information covered by the exemption. The main exemptions that may be applied are where the information held relates to:

- the carrying out of our regulatory functions;
- the prevention or detection of crime; or
- the apprehension or prosecution of offenders.

and where disclosure of the information would be likely to prejudice any of these purposes. We are not required to tell you whether any exemptions have been applied to any information that we may provide, or whether any information has been withheld or the reason for the withholding of any information.

4. How long will it take to get my data?

Once we are satisfied that you meet the criteria for the disclosure of data under the Data Protection Legislation, and have provided sufficient information for us to confirm your identity and accept your application for processing, you should receive a response within one calendar month from that date.

Guide to Completing the Application Form

1. Section 1 – About Yourself

Please give us information about yourself that will assist us in finding the information you require. You should complete this section fully and carefully as the information will be used as the basis for our internal searches.

For your protection, any correspondence that we send you (including any information that we send to you in response to your request) will be sent only to the home address that you give here.

Where you have submitted the request via your legal representatives, you are still required to complete the form in full and provide proof of identity. Our response will be sent to your legal representatives' registered offices.

The information will also help Gas Safe Register to confirm your identity.

2. Section 2 – Proof of identity

Gas Safe Register has a duty to ensure that the information it processes is secure and will only provide the information relating to you if we are satisfied regarding your identity i.e. that you are entitled to the information. We therefore require you to provide us with reasonable proof of your identity. Examples of the types of identity documents that we will accept are listed under Section 2. Applications that do not include acceptable identification will not be processed until this is received, but we will contact you should this be the case.

Gas Safe Register does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information Gas Safe Register holds about you may identify another person, you may wish to obtain that person's written consent (to you being given his/her information). That should be submitted to us with this application, along with their proof of identity (to the same standard as is required for yourself).

3. Section 3 – Helping us to find the information

To assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known.

4. Section 4– Declaration

Please sign and date the application. We are unable to accept applications that have not been signed by the person whose details are supplied in section 1, and will not process any application unless it has been signed and dated.

5. Submission

When you have completed the form, please send it together with your proof of identity to:

Business Improvements Manager
Gas Safe Register
Viables 3
Viables Business Park
Jays Close
Basingstoke
Hampshire
RG22 4BS

Or

Email the form together with your proof of identify, to enquiries@gassaferegister.co.uk and address the email for the attention of the Business Improvements Manager.

6. General Notes

- a) We will not acknowledge your application in writing but we will provide you with a reference number when we respond to your request.
- b) Forms that are incomplete will be returned; forms that are complete but for which suitable identification have not been received will be put on hold until you send us the missing items.
- c) The documents that you receive may have data redacted (blacked out) or contain rough notes that may lack clarity. This is because we aim to supply copies of original records whenever possible. However, records may also include third party information that we cannot release to you under the Data Protection Legislation, e.g. another person's data, this is removed.
- d) Disclosure by post is usually made by first class, recorded delivery to the address provided in section 1 or, if appropriate, to your representative named in section 5. We will also disclose by email where requested.

7. Checklist

- Have you completed all relevant sections of the form?
- If you are a representative, has your client signed the authority in Section 7 or provided a separate signed letter of authority?
- If you are submitting the form yourself, have you signed the declaration in Section 4?
- Have you enclosed two pieces of identification from the lists in Section 2
- Have you provided as much information as possible to enable us to find the data you require?