



Worshipful Company of Constructors  
Incorporated by Royal Charter

## **PROFORMA SUBJECT ACCESS REQUEST FORM** (Worshipful Company of Constructors – All Data Subjects)

**Introduction.** This form is the recommended means of making what is known as a Subject Access Request (SAR) under data protection legislation. A SAR is intended to enable you to find out what information, if any The Constructors is holding or is processing that relates to you.

This form is made up of seven sections. Either Section 1 or 2 should be completed, plus the remaining sections:

- Section 1** - **Applying for your own Personal Records** *or*
- Section 2** - **Making an Application on Behalf of The Data Subject** *plus*
- Section 3** - **Proof of Identity**
- Section 4** - **What information Do You Require**
- Section 5** - **Helping Us to Find the Information**
- Section 6** - **Dispatch Details**
- Section 7** - **Declaration**

Please only complete the relevant parts.

**Making the SAR** - Please return you completed application form to:

[constructorsclerk@constructorscompany.co.uk](mailto:constructorsclerk@constructorscompany.co.uk)

or send a letter to:

The Clerk  
The Worshipful Company of Constructors  
5 Delft Close  
Locks Heath  
Southampton  
SO31 7TQ

# APPLICATION FORM (Return to the Clerk)

## Section 1: Applying for Your Own Personal Records.

If you wish to apply for copies of your own records, please complete the following details. In order to protect the privacy of the individual whom this request is about and in line with the requirements of the Data Protection Act. The Constructors are keen to ensure we locate the records and information only relating to the person (data subject) of this request. We would be grateful if you could supply the information outlined below to both help verify your identity and to assist the search process.

Title: .....

Surname: .....

First Name: .....

Former Surname: .....

DOB: .....

Gender: .....

Telephone No (Day): .....

E Mail Address: .....

Home Address: .....

Postcode: .....

E Mail Address: .....

If you have been known by a different name or have lived at a different address during the period to which the information required relates, please give details below:

Name:.....from(date):.....To(date):.....

Address:.....Postcode:.....

**Section 2: Making an Application on Behalf of the Data Subject.** On certain occasions it may be appropriate for someone else to make an application on behalf of someone else (the data subject). In this case we need to verify this is legally allowed, so there are some additional questions. The first envisaged scenario is when making an application on behalf of a child; the second is when making an application on behalf of a deceased person (see below).

**Making an Application on Behalf of a child.** Only an individual with parental responsibility, or a third party (eg a solicitor) acting on their behalf can make a request on behalf of a child. If you have parental responsibility for a child in order to help us establish your relationship to the child, you must submit one or more of the following:

- Full Birth certificate of the Child
- Full marriage certificate of parents (if details not shown on birth certificate)
- Full certificate of adoption
- Parental responsibility order
- Residence order or
- Court order assigning parental responsibility

Please complete the details below. Also please state your relationship to the data subject (eg parent/guardian, solicitor, holder of power of attorney, etc).

Your Full Name .....

Your Address .....

Postcode .....

Contact Telephone No .....

Relationship to the Subject .....

E Mail Address: .....

**Making an Application Concerning a Deceased Person.** Whilst the Data Protection Act only considers living people the Constructors believe that we have a duty of care to our former members who have died. Consequently we will normally only release information to a next of kin or very close relative, or a third party (solicitor) acting on behalf of the deceased. We therefore will ask to verify if it is appropriate to release some or all of the records of a deceased member.

Please complete the details below. Also please state your relationship to the data subject (eg NOK, solicitor, etc).

Your Full Name .....

Your Address .....

Postcode .....

Contact Telephone .....

Relationship to the Subject .....

E Mail Address: .....

**Section 3: Proof of Identity.** It is necessary to confirm the identity of all parties included on this form. Please supply a photocopy of one document from section A and B, and all relevant documents from section C with the application if it relates to a child.

- A. **Confirmation of name**
  - Full diving licence
  - Passport
  - Birth Cert or Marriage Cert.

- B. **Confirmation of address** (from last 3 months):
  - Utility bill
  - Bank Statement
  - Credit card Statement
  - Benefit book or Pension book

C. **Confirmation that a third party can access the records of the data subject:**

Health and welfare or Financial Lasting Power of Attorney

Full birth cert of child

Full marriage cert for parents (if details not on birth cert)

Full cert of adoption

Parental responsibility order

Signed declaration from data subject themselves or Court Protection order.

I am providing the following types of identification, which are attached to this document.

A. Confirmation of name .....

B. Confirmation of address .....

C. Third Party confirmation .....

**Section 4: What Information Do You Require?** Please detail here the information you require from the Constructors:

.....  
.....  
.....

**Section 5: Helping us to Find the Information.** Please use the space below to provide further details that may help to locate the information you are seeking. Please supply as much detail as possible such as, for example for personal records:

names of individuals who you believe may hold personal data relating to yourself/third party and any other details you may feel has relevance.

.....  
.....  
.....

**Section 6: Dispatch Details.** Please indicate where you would like your records dispatched (Please select one option).

I am the data subject and would like my records to be dispatched to my home address

I an acting on behalf of the data subject and would like the records dispatch in Section 2.

**Section 7: Declaration.**

I confirm that the information that I have supplied in this application is correct, and I am the person to whom it relates, or I am acting on behalf of the data subject and have enclosed the relevant authority as detailed in Section 3.

Data Subject

Signature: .....Date: .....

PRINT NAME: .....

The Constructors will provide any requested information electronically if an email address is supplied. Any documents will be password protected. If you do not provide an email address we will provide the information by Royal Mail Special Delivery.

Please note that information posted by Special Delivery will require a signature upon receipt . However, if the Royal Mail are unable to deliver to the address given and need to return the documentation to the Clerk this will be returned by normal post (ie not under confidential cover.)

Your Checklist

- Is your information Correct?
- Have you enclosed acceptable identification?
- Have you signed the form?
- Have you completed all relevant sections?