

JADC Subject Access Request Form

If you want us to supply you with a copy of any personal data we hold about you, please complete this form and send it to the address below. You are currently entitled to receive this information under Data Protection (Jersey) Law 2018 (DPJL). We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. The Jersey Amateur Dramatic Club (JADC) will respond to your request within four-weeks of confirming your identification.

Please send your completed form and proof of identity to:

Secretary
Jersey Amateur Dramatic Club (JADC)
The Barn
La Rue Du Trot,
St Saviour
Jersey
JF2 7JQ

section	on 1: Details of the	e person requesting information		
You	ır full name:			
You	r address:			
You	r telephone number:			
	number.			
You	ir email address:			
	on 2: Are you the ose tick the appropriate			
	YES: I am the data below). Please proc	subject. I am able to provide proof of my identity if so requested by the JADC (see eed to Section 4.		
	NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and I am able to provide proof of the data subject's identity and my own identity if so requested by the JADC. (see below). Please proceed to Section 3.			
and o	of your address. In su	g data to the right person we may require you to provide us with proof of your identity ch instances we will ask you to supply us with a photocopy or scanned image (do no em listed in 1) together with an item listed in 2):		
	Proof of Address	We accept one of the following: passport, photo driving license, national identity card. S. We accept one of the following: utility bill, bank statement, credit card statement use or a recent tax bill, (no more than 3 months old)		
If we	are not satisfied you	are who you claim to be, we reserve the right to refuse to grant your request.		
Sectio	on 3: Details of the	e data subject		
	Your full name:			
	Your address:			
	Your telephone number:			
	Your email address:			

Section 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

I am a:		
□ Current	Member	□ Previous Member
□ Current	Committee Member	□ Previous Committee Member
	-	or previous member / committee member. This will assist us to locate any data
we hold ab	out you)	
		o provide you with your personal information. If in so doing that would reveal the
identity of a	any third party, we may	decline to provide you with the information requested.
Whilst in m	ost cases you will be p	rovided with your personal information free of charge (subject to exemptions that
		erve the right, in accordance with Article 10 DP(J)L 2018 to charge a fee or refuse
•		be "manifestly unfounded or excessive". However, we will make every effort to m of access or summary of information if suitable.
		of the following, please tick the boxes:
	Why we are processing	ng your personal data
	To whom your person	al data is disclosed
	The source of your pe	ersonal data

Section 6: Disclosure of CCTV images If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images at the site location? We only keep recorded images from our CCTV systems for 7 days, they are deleted thereafter, unless retained for a lawful purpose. YES NO Section 7: Declaration Please note that any attempt to mislead may result in legal action.

I confirm that I have read and understood the terms of this Data Subject Access Request Form and certify that the information given in this application to the JADC is true. I understand that it is necessary for the JADC to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signature	Date

Attachments:

As requested by the JADC, I am enclosing the following copies as proof of identity and address:

Proof of ID	Proof of Address (dated within the last 3 months)
☐ Passport	☐ Utility Bill
☐ Driving Licence	☐ Bank Statement
☐ National ID Card	☐ Credit Card Statement
	☐ Tax Bill