

# MCC Data Subject Access Request Form

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**LORD'S**  
THE HOME OF CRICKET

May 2018

## 1. ABOUT YOU

Please provide the following information.

**Full Name** .....

**Address** .....

**Contact Details** .....

For security reasons, MCC cannot respond to a request unless it has confirmed your identity. Therefore, please provide a certified copy of your driving licence or passport, together with a copy of your utility bill or other proof of address.

## 2. WHOSE PERSONAL DATA ARE YOU REQUESTING?

Please provide the following information. If you are making this request on behalf of someone else, MCC will need this information before it can supply you with the data you are requesting.

**Are you requesting access to your own personal data?**

Yes, please go to section 3 below.

No, please complete the rest of section 2.

Continued overleaf.

## 2.1

If you are not requesting access to your own personal data, please provide the following information about the person on whose behalf you are making this request:

**Full Name** .....

**Address** .....

**Contact details** .....

**Age (if under 16)** .....

MCC cannot respond to your request until it also receives satisfactory confirmation of the identity of the person on whose behalf you are making the request. Therefore, please provide a certified copy of their driving licence or passport, together with a copy of their utility bill or other proof of their address.

## 2.2

Please provide a copy of your legal authority to make this request. This might be a signed letter of authority from the person on whose behalf you are making the request, a power of attorney, or confirmation that you are their legal representative.

## 3. WHAT DATA ARE YOU REQUESTING?

Your rights to request access to personal data are set out in MCC's Privacy Notice, which is available on MCC's website at [www.lords.org.uk](http://www.lords.org.uk). Please describe what personal data you are requesting, in particular, if you are asking for specific documents.

**Description of the personal data requested including details of any specific documents you asking for (where relevant):**

Please give as much detail as possible about where the data might be located and any other relevant information. You do not have to provide this information, but doing so will help MCC to deal with your request as quickly and as effectively as possible.

Continued overleaf.

### 3. WHAT DATA ARE YOU REQUESTING?

Location of data, e.g. any particular departments or parts of the Club you have dealt with (if known):

Relevant time periods, e.g. when the Club is likely to have obtained your data (if known):

Dates of any particular correspondence, meetings or telephone calls (if known):

The name(s) of people you have dealt with within the Club (if known):

Any other relevant information you can think of that might help the Club to respond to your request:

Continued overleaf.

**4. SIGNATURE**

Please check the information you have provided and sign below.

**SIGNATURE**

**DATE**

.....

Please send this form via email to [dataprotection@mcc.org.uk](mailto:dataprotection@mcc.org.uk) entitled "Subject Access Request" or post it to the Club c/o "Subject Access Request, Data Protection, Lord's Ground, London NW8 8QN".

If you are making this request by email, the Club will provide the information to you in an electronic format unless you ask for it to be provided in a different format. If you wish to receive your information in a different format, e.g. hard copy, please let us know in the box below.

**Preferred format to receive documentation:**

[Empty light blue box for preferred format to receive documentation]

Once MCC has received a completed and signed copy of this Form, with the required supporting documentation, it will action your Subject Access Request as far as possible in accordance with your request, and always in accordance with relevant data protection legislation.

**Ref: datasubjectaccessrequestformmay2018**