

MCC DATA SUBJECT ACCESS REQUEST FORM



SEPTEMBER 2021

Please complete this form if you wish to request access to your personal data. If you have any questions about this form or your request, please send an email dataprotection@mcc.org.uk to discuss it further.

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 overleaf

No please complete the rest of section 2 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. 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.

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:

Please check the information you have provided and sign below.

Signature

Date

Please send this form via email to **dataprotection@mcc.org.uk** entitled "Subject Access Request".

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.

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