

## DATA SUBJECT ACCESS REQUEST (DSAR) FORM

Article 15 of the EU General Data Protection Regulation grants you the right to access your personal information held by the Chorley and District Building Society (“the Society”), including the right to obtain confirmation that we process your personal data, to receive certain information about the processing of your personal data, and to obtain a copy of the personal data we process.

### 1. Requester Name (Data Subject), Contact Information and Details

Please provide the data subject’s information in the space provided below. If you are making this request on the data subject’s behalf, you should also provide your name and contact information in Section 5.

We will only use the information you provide on this form to identify you and the personal information you are requesting access to, and in order to respond to your request.

Full name(s) (include any previously known names and any nicknames )	
Current address	
Previous address(s)	
Telephone number	
Email address	
Date of birth(s)	
Type of account(s) held (i.e. mortgage, savings, insurance)	
Account number(s)	
If the account(s) is/ are closed please advise the closure date(s)	
If you are a former employee of the Society, the approximate dates of employment	

The Society has a statutory one month to comply with a Data Subject Access Request, this timeframe will commence when the Society is in receipt of this form and the required identification documents. This timeframe can be extended by two months where, for example, the request is complex and the Society will inform you of any such extension along with an explanation.

### 2. Proof of Data Subject’s Identity

In most cases we will use both your signature and current address as proof of your identity. However where we are unable to identify you from your signature and current address we will contact you as soon as possible to request further identification. In this instance and where the further identification provided is insufficient or incomplete the statutory timeframe to action your request will be suspended. The period for responding to the request will begin again when we receive the additional information.

### 3. Information Requested

To help process your request quickly and efficiently, please provide as much detail as possible in the space below about the personal information you are requesting access to. Please include details such as timeframes, dates, types of documents or any other information to help us locate your personal information.

We will contact you for additional information if the scope of your request is unclear or does not provide information for us to conduct a search (for example, if you request “all information about me”). However we will still endeavour to comply with your request by making reasonable searches for the information covered by the request.

If the information you request reveals personal information about a third party, we will either seek that individual’s consent before responding to your request, or we will redact third parties’ personal information before responding. If we are unable to provide you with access to your personal information because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal information that we hold about you, or we may have destroyed, erased, or made your personal information anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

### 4. Data Subject’s Declaration

I confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) the Society must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid until the Society receives all of the required information to process the request; and (3) I am entitled to one free copy of the personal information I have requested, and acknowledge that for any further copies I request, the Society may charge a reasonable fee based on administrative costs.

If you would like to receive a copy of the personal information you are requesting access to, please indicate below whether you would like a hard (paper) copy or an electronic copy\*:

Hard copy

Electronic copy

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Signature(s)

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Date

\* If you request an electronic copy we will provide the information in a commonly used electronic format unless you state otherwise

**5. Data Subject's Representative**

If you are seeking information about someone who is unable to contact the Society directly please provide the Data Subject's written authorisation or where appropriate a copy of the Court Order or Power of Attorney.

Please also provide your details in the space below and complete the data subject representative declaration.

Full name/Organisation	
Address	
Relationship to data subject	
Telephone number	
Email address	

I confirm that I am authorised to act on behalf of the data subject. I understand that the Society must confirm my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

The completed form can be returned by email to **DPO@chorleybs.co.uk** or by writing to the Data Protection Officer at Chorley and District Building Society, Key House, Foxhole Road, Chorley, Lancashire PR7 1NZ.