



## **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  
JE2 7JQ**

## Section 1: Details of the person requesting information

Your full name:	
Your address:	
Your telephone number:	
Your email address:	

## Section 2: Are you the data subject?

Please tick the appropriate box.

- YES:** I am the data subject. I am able to provide proof of my identity if so requested by the JADC (see below). Please proceed 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.

To ensure we are releasing data to the right person we may require you to provide us with proof of your identity and of your address. In such instances we will ask you to supply us with a photocopy or scanned image (do not send the originals) of an item listed in 1) together with an item listed in 2):

- 1) **Proof of Identity.** We accept one of the following: passport, photo driving license, national identity card.
- 2) **Proof of Address.** We accept one of the following: utility bill, bank statement, credit card statement; current driving license 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.

## Section 3: Details of the data subject

Your full name:	
Your address:	
Your telephone number:	
Your email address:	



**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)
<input type="checkbox"/> Passport <input type="checkbox"/> Driving Licence <input type="checkbox"/> National ID Card	<input type="checkbox"/> Utility Bill <input type="checkbox"/> Bank Statement <input type="checkbox"/> Credit Card Statement <input type="checkbox"/> Tax Bill