**Data Subject Access Request Form**

You can use this form to request access to your personal information as held by Futures.

The Futures Group – which we'll refer to as 'Futures' in this information – is made up of a number of related brands and businesses.\*

Under the General Data Protection Regulation (GDPR) Individuals have the right to access the personal information that is stored on them.

1. confirmation that you are processing their personal data;
2. a copy of their personal data; and
3. other supplementary information – this largely corresponds to the information that we provide in our privacy notice (see below).
4. the purposes for which your personal data is processed
5. the categories of personal data processed
6. the categories of recipient of that data
7. retention periods of any data
8. your rights as a data subject
9. the relevant safeguards applied to your information where personal data is transferred outside the EEA
10. any third-party source of your personal data

If you would like to submit a data access request please complete and return the form, with proof of identity (detailed overleaf) to the data protection officer at:

DataProtect@the-futures-group.com

You can also send your request by post to:

Data Protection Officer

Futures Nottingham Centre

57 Maid Marian Way

Nottingham

NG1 6GE

Futures endeavours to respond to all requests within one month from the date that the request and proof of identity is received.

If you have accessed one of our the services on behalf of the local authority, DWP or Department of Education we may need to refer your request onto them as the data controller, if this is the case you will be advised.

If you need any further advice, please email the data protection officer at [DataProtect@the-futures-group.com](mailto:DataProtect@the-futures-group.com)

\* Futures for You; Futures Employment Solutions; Futures for Business Ltd; Futures Advice, Skills and Employment Ltd; Impact Apprenticeships Ltd; Nottingham and Nottinghamshire Youth Services Ltd.

1. **Data Subject Details: (please complete section 2 if you are acting on behalf of someone else):**

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Any other names you have been known by |  |
| Current address |  |
| Date of birth |  |
| Tel No – Home |  |
| Tel No – Mobile |  |
| Email address |  |
| Details of identification provided to confirm name of data subject: (copies acceptable) | One form of identification is required from the following list. Further information may be required if there has been a change of name.   * Passport * National identity card * Driving licence * Birth certificate |
| **Details of data requested:** You should describe the information you need as clearly as possible: while you are entitled to a copy of any information we hold, Futures is entitled to receive direction as to what information might be held and for what purpose so we can fulfil your request as efficiently as possible. If your request is unclear, we may contact you and ask you to be more specific.  Please include any information that would help us locate your information and the period you would like the personal information to cover  Futures does not hold personal information indefinitely. It may be that some information has been destroyed in line with our data retention policy.  More space is provided overleaf if required. |  |

|  |  |
| --- | --- |
| **Details of data requested:** You should describe the information you need as clearly as possible: while you are entitled to a copy of any information we hold, Futures is entitled to receive direction as to what information might be held and for what purpose so we can fulfil your request as efficiently as possible. If your request is unclear, we may contact you and ask you to be more specific.  Please include any information that would help us locate your information and the period you would like the personal information to cover  Futures does not hold personal information indefinitely. It may be that some information has been destroyed in line with our data retention policy. |  |

1. **Details of person and organisation requesting the information (if not the Data Subject):**Futures recognises that sometimes customers agree to a third party, such as a solicitor or welfare rights organisation, requesting a copy of the personal information we hold about them**.**

To protect the privacy of the customer we must be sure that they agree to any requests for their personal information made by third parties.

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Organisation |  |
| Current address |  |
| Date of birth |  |
| Tel No – Home |  |
| Tel No – Mobile |  |
| Email address |  |

**Please enclose proof that you are legally authorised to obtain this information:**

|  |  |
| --- | --- |
| Are you acting on behalf of the data subject with their written or other legal authority? | Yes □  No □ |
| If ‘yes’ please state your relationship with the data subject (e.g. solicitor, parent, legal guardian) |  |

**3. Declaration(s)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned, and the person identified in (1) above, hereby request that Futures provide me with the data about me identified above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned, and the person identified in (2) above, hereby request that Futures provide me with the data about the data subject identified in (1) above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_