



Abingdon Dolphins

Abingdon Dolphins Swim School – Subject Access Request

You should complete the form below, if you want us to supply you with a copy of personal data we hold about you or your child. 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.

We will endeavour to respond promptly and in any event within 30 days of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

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. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you or it may be in a redacted (blacked out) format in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with section 8(2) of the DPA, not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

This form should be completed as fully as possible and forwarded to our Data Protection Officer by email to dpo@abingdondolphins.co.uk or handed to any member of staff.



Abingdon Dolphins

Applicant's name	
Address	
Telephone number	
Email	
Relationship to Subject	
Subject's name	
Subject's D.O.B.	
Details of information required (Please be as specific as possible and include any details that may assist us to locate the data more quickly)	
When required (We will endeavour to comply with this however we cannot offer any guarantee)	

Declaration

The information which I have supplied in this application is correct and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Abingdon Dolphins swim School may need to obtain further information from me/my representative in order to comply with this request.

Signed Date