

SUBJECT ACCESS REQUEST FORM

Where the Mayor's Fund for London ("MFL") processes your personal data, you have a legal right to make a request to us to supply you with details about that data,

You may complete this form if you want us to supply you with information about personal data we hold about you/for anyone under your legal care. You are entitled to receive this information under the General Data Protection Regulation ("GDPR"). We will also provide you with information about any processing of personal data that is being carried out (including the purposes of the processing), the categories of personal data, who we have disclosed the personal data to, information as to the source of the data, the retention periods which apply to this personal data, and any rights to rectification, erasure, objection or restriction of processing that may exist, as well as your right to lodge a complaint with the ICO.

As a charity, MFL is not required to respond to requests made under the Freedom of Information Act, although MFL does have an open approach to sharing information so long as that does not impact on any individual's privacy. MFL does not charge individuals for processing these requests unless the request is manifestly unfounded or excessive.

MFL will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; and
- Our receipt of any further information we may require to enable us to comply with your request, such as information necessary to confirm your identity.

Occasionally, depending on the complexity and quantity of the information requested, it may take longer to process your request. If this is the case, we will contact you detailing the reasons for the delay and an estimate for how long it will take to fulfil 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 and may help us deal with your request more promptly.

SECTION 1: Details of the person requesting information

Full name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 2: Are you the person the personal data relates to?

Please tick the appropriate box and read the instructions which follow it.

- YES (please go to section 4)**
- NO:** I am acting on behalf of the person the personal data relates to & have legal authority to do so

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request, but as above will take steps to verify your identity first.

SECTION 3

Details of the person who the request relates to (if this is not yourself)

Full name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details directly or indirectly about another person we may seek the consent of that person before we provide 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, in which case you will be informed and given reasons for that decision.

SECTION 5: Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data (if not collected from you)
- The categories of personal data concerned
- Details about how long we will keep your personal data
- Details about your other rights in relation to your personal data
- Details about any automated decision-making, including profiling, if any

SECTION 6: How would you like us to communicate with you?

We want to ensure that in sending you the information you have requested we do so in the most practical way for you. Please tick the box to indicate your preferred mode of communication throughout the process:

- Please correspond with me via the email address provided
- Please correspond with me via the postal address provided

SECTION 7: Declaration

Please note that any attempt to mislead may result in legal action being taken against you.

I confirm that I have read and understood the terms of this Subject Access Request Form and certify that the information given in this application to the Mayor's Fund for London is true. I understand that it is necessary for the Mayor's Fund for London 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.

Signed..... **Date**

Please return the completed form to by post or email:

Data Protection Officer
Mayor's Fund for London
City Hall
The Queen's Walk
More London
London, SE1 2AA

Email: info@mayorsfundforlondon.org.uk
Telephone: 020 7983 4051

Correcting Information

If, after you have received the information you have requested you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;

please notify our Data Protection Officer using the details above.