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. Fitness First Jersey will respond to your request within four-weeks of confirming your identification.

Please send your completed form and proof of identity to:

Data Protection Lead
Fitness First Jersey
Waterfront Centre
Rue de L'etau
St Helier
Jersey
JE2 3WF

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 enclose proof of my identity (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 proof of the data subject's identity and my own identity (see below). Please proceed to Section 3.

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

1) **Proof of Identity.** We need one of the following: passport, photo driving license, national identity card.
2) **Proof of Address.** We need 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 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.

☐ Personal Data as a member   ☐ Personal Data as an ex-member

☐ Personal Data as an employee   ☐ Personal Data as an ex-employee

☐ Previous employment reference

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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, 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 Article 10 DPJL 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.

Section 5: Information about the data collection and processing

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 is disclosed

☐   The source of your personal data

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 30 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 Fitness First Jersey is true. I understand that it is necessary for Fitness First Jersey 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:

I am enclosing the following copies as proof of identity:

Proof of ID	Proof of Address (dated within the last 3 months)
☐ Passport	☐ Utility Bill
☐ Driving Licence	☐ Bank Statement
☐ National ID Card	☐ Credit Card Statement
	☐ Tax Bill