

PLACES FOR PEOPLE LEISURE MANAGEMENT LIMITED

**Subject Access Request**

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| **How to access information about YOU held locally by Places for People Leisure Management Limited and its subsidiaries**  These notes explain how you can find out what information, if any, is held about you by Places for People Leisure Management Limited and its subsidiaries (“PfP Leisure”) on their local computer systems and on non-computerised records falling within a specific definition. |
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| **Your Rights**  Subject to certain exemptions, you have a right to be told whether information is held about  you and a right to a copy of that information. PfP Leisure will only give that information if they are satisfied as to your identity. |
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| **General** advice on UK Data Protection legislation including the General Data Protection Regulation can be obtained from the Office of the Information Commissioner at the following address.  Information Commissioner's Office  Wycliffe House  Water Lane  Wilmslow  Cheshire  SK9 5AF  Telephone Helpline: 0303 123 1113 Web site:- <https://ico.org.uk>  e-mail: casework@ico.org.uk (e-mail is NOT secure) |
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| **The Application Form**  **Section 1** asks you to give information about yourself that will help Places for People Leisure confirm your identity. They have a duty to ensure that information held is secure and they  must be satisfied as to your identity.    **Section 2** asks you for your help in identifying the information you are seeking. Places for People Leisure is a large organisation and though we can usually search through automatic means, where you are seeking specific information or non-computerised information, then the more information  you can give us, the quicker we will be able to assist you.    **Section 3** asks you to provide evidence of your identity by sending copies of TWO documents  with your application. When read together they should show your date of birth, current  address and a specimen of your signature. **Do not send originals**.    **Section 4** asks you to sign the form declaring the information provided is correct and that you  are the person to whom it relates. Impersonation of another is an offence. |
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| **Please Note**  The law requires that you should be given details of any personal data held about you on computer and certain non-computerised information falling within a definition agreed with the  Information commissioner within one month of receipt. This period cannot start until we have received all of the necessary information.  **FAILURE TO PROVIDE ALL NECESSARY INFORMATION WILL DELAY YOUR**  **APPLICATION** |

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| **Section 1 - About Yourself** | | | | | | | | | | | | | |
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| The information requested in this section is to help Places for People Leisure to (a) satisfy themselves as to your identity and (b) find any data held about you. | | | | | | | | | | | | | |
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|  | | | | | Please use block letters | | | | | | | | |
|  | Title (Tick box if appropriate) | | |  | Mr | | Mrs | | | Miss | Ms | | |
|  | Other title (eg. Dr, Rev, etc) | | |  |  | | | | | | | | |
|  | Surname/family Name | | |  |  | | | | | | | | |
|  | First names | | |  |  | | | | | | | | |
|  | Maiden/former surnames | | |  |  | | | | | | | | |
|  | Gender (tick box) | | |  | Male | | | | | Female | | | |
|  | Date of birth | | |  |  | | | | | | | | |
|  | Place of birth – town | | |  |  | | | | | | | | |
|  | County | | |  |  | | | | | | | | |
|  | Home/Reply Address | | |  |  | | | | | | | | |
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|  |  | | |  |  | | | | | | | | |
|  | Postcode | | |  |  | | | | | | | | |
|  | Telephone Number | | |  |  | | | | | | | | |
|  | Member of Which Facility | | |  |  | | | | | | | | |
|  | Membership No. | | |  |  | | | | | | | | |
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|  | If you have lived at the above address for fewer than 10 years, please give your previous. (Use a separate sheet if necessary) | | | | | | | | | | | | |
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|  | Previous address(es) | | | | | | | | | | | | |
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| **Section 2 Information requested** | | | | | | | | | | | | | |
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| **Please supply details of the information sought**  Continue on a separate sheet if necessary | | | | | | | | | | | | | |
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| Places for People Leisure may deny you access to information where the act allows and the  main exemption is where information is held for: -  1. the prevention or detection of crime or  2. the apprehension or prosecution of offenders  In these cases the Places for People Leisure will not be obliged to confirm or deny the holding of such information. | | | | | | | | | | | | | |
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| **Section 3 - Proof of Identity** | | | | | | | | | | | | | |
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| To help establish your identity your application must be accompanied by photocopies of TWO  official documents bearing your personal details, for example: driving licence, birth/adoption  certificate, passport, medical card. When read together they should show your date of birth,  current address and specimen of your signature) | | | | | | | | | | | | | |
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| **Section 4 - Declaration** | | | | | | | | | | | | | |
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| Declaration (to be signed by the applicant)  The information, which I have supplied in this application, is correct and I am the person to  whom it relates. | | | | | | | | | | | | | |
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| Signature | | |  | | | Date | |  | | | | |  |
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| **Warning - a person who impersonates or attempts to impersonate another will be guilty**  **of an offence.** | | | | | | | | | | | | | |
| To assist us in processing your application as quickly as possible, please use the  following checklist before posting your request. | | | | | | | | | | | | | |
|  | | Have you completed all of the sections you need to? | | | | | | |  | | |  | |
|  | | Have you signed the form? | | | | | | |  | | |  | |
|  | | Have you enclosed copies of TWO identification documents? | | | | | | |  | | |  | |
|  | | Have you used the correct address details below? | | | | | | |  | | |  | |
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| The application form and relevant documents should be sealed in an envelope and sent to  the following address:-  **DATA PROTECTION OFFICER**  **PLACES FOR PEOPLE LEISURE MANAGEMENT LTD**  **WATERS EDGE, RIVERSIDE WAY, CAMBERLEY, SURREY GU15 3YL**  **If you have any difficulties completing the form please call the Data Protection Team on 01276 418200** | | | | | | | | | | | | | |

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| For Official Use Only | |
| Form and ID Checked |  |
| Initials of Staff and Signature |  |
| Date Received |  |