

PLACES FOR PEOPLE LEISURE MANAGEMENT LIMITED

Subject Access Request

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.

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.

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)

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.

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

Section 1 - About Yourself

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.

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				
Postcode				
Telephone Number				
Member of Which Facility				
Membership No.				

If you have lived at the above address for fewer than 10 years, please give your previous. (Use a separate sheet if necessary)

Previous address(es)

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Section 2 Information requested

Please supply details of the information sought

Continue on a separate sheet if necessary

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.

Section 3 - Proof of Identity

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)

Section 4 - Declaration

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.

Signature _____ Date _____

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?	

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
THE GURNEY OFFICE, BUILDING THREE, WATCHMOOR PARK,
RIVERSIDE WAY, CAMBERLEY, SURREY GU15 3YL**

If you have any difficulties completing the form please call the Data Protection Team on 01276 418200

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