British Board of Agrément

Bucknalls Lane  
Watford  
Herts WD25 9BA

+44 (0) 1923 665300

dataprotection@bbacerts.co.uk

www.bbacerts.co.uk

**Data Subject Request Form**

It is recommended that you use this form when making your request, as it is designed to capture the information required for your request.

If you are making a request for more than one data subject, you will need to complete a form for each data subject. The data subject is the person whose information you are referring to. The applicant (if different) is the person completing the form.

|  |
| --- |
| **DETAILS OF THE DATA SUBJECT** |

|  |  |
| --- | --- |
| TITLE (*Mrs, Ms, Mr, Dr, etc)* |  |

|  |  |
| --- | --- |
| SURNAME / FAMILY NAME |  |

|  |  |
| --- | --- |
| FIRST NAME(S) |  |

|  |  |
| --- | --- |
| OTHER NAME(S) (*include any that may have been used in communications with the BBA)* |  |

|  |  |
| --- | --- |
| ADDRESS(ES)  (*include current address and any previous address that may have been used in communications with the BBA)* |  |

|  |  |
| --- | --- |
| TELEPHONE NUMBER(s) |  |

|  |  |
| --- | --- |
| EMAIL ADDRESS(ES)  (*include any that may have been used in communications with the BBA)* |  |

|  |  |
| --- | --- |
| RELATIONSHIP WITH BBA  (*e.g. Product Certificate holder, Approved Installer, client, member of the public)* |  |

|  |
| --- |
| **PROOF OF IDENTITY** |

The need for proof of identity is to ensure that we do not disclose personal data to someone other than the data subject, or someone authorised to receive the data on their behalf. This proof may not be necessary if you are personally known to BBA, or are contacting us from an established means of communication. If you are asked to provide proof of identity, please understand that this is to protect the privacy of data subjects. Any copies of identity documents provided will be destroyed or deleted once identity has been verified; they will not be stored by BBA.

|  |  |
| --- | --- |
| **ARE YOU THE DATA SUBJECT?** | |
| If **YES**:  Please provide proof of your identity, in the form of one of the following document types bearing your name – good quality colour copies or scans are acceptable. Please indicate which evidence you have enclosed:  Birth certificate  Passport  Driving licence  Two official letters (e.g. utility company) | |
| If **NO**:  Please provide your contact details. | |
| Full name: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |
| Relationship with data subject: |  |
| Please provide proof that you are legally authorised to provide or obtain information on behalf of the data subject. This could be a letter of authority, proof of power of attorney or official form addressed to you on behalf of the data subject. Please indicate which evidence you have enclosed:    Please also provide proof of identity for the data subject, and indicate which evidence you have enclosed:  Birth certificate  Passport  Driving licence  Two official letters (e.g. utility company) | |

|  |
| --- |
| **CONTACT DETAILS FOR RESPONSE** |

|  |
| --- |
| Please indicate which contact details (if applicable) should be used for a response:  Data subject contact details  Applicant details (if different) |

|  |
| --- |
| **DATA SUBJECT REQUEST** |

|  |
| --- |
| Please indicate what kind of request you are making. Check each that is applicable. |
| Right of access to personal data held by BBA  Right of rectification (correcting or updating personal data held)  The right of erasure (to have personal data removed)  The right to restriction of processing categories  The right to object to processing of personal data  The right to object to automated individual decision-making  Other |
| Please provide details below on the information or action that you are requesting. If you are unsure of which of the rights above you are using, simply explain below and we will do our best to fulfil your request. |
|  |
|  |

|  |
| --- |
| **INFORMATION REQUESTED** |

|  |
| --- |
| In order to help us direct our search most effectively, please would you indicate below the area(s) where the data you refer to in your request may be found. |
| Human Resources  Product Approval and Certification  Test Services  Audit and Inspection  IT  Finance  Other  *Please specify:* |
| Is there a particular timeframe we should look at when searching for this information? If so, please indicate: |
| Is there a particular person (or persons) you communicated with whom we should consider when searching for this information? If so, please indicate: |
| Is there any other information that would help us to find the data you are requesting? (e.g. a particular circumstance you are interested in, a product or company name, a particular type of information). If so, please indicate below: |

|  |
| --- |
| **DECLARATION** |

|  |
| --- |
| Please read the following declaration carefully, insert your name, then sign and date it. Anyone who impersonates another individual to gain access to his or her information may be guilty of an offence under section 55 of the Data Protection Act 1998.  I,  certify that the information provided in this Data Subject Request form is true. I understand that it is necessary for the British Board of Agrément to confirm my / the data subject’s identity, and that it may be necessary for the British Board of Agrément to request more information to assist in the search relating to my Data Subject Request. I understand that it may be necessary for all or part of the information provided in this form to be used in the search relating to my Data Subject Request. I also understand that the one-month period in which the British Board of Agrément must respond to my request under data protection legislation only commences when the British Board of Agrément has received sufficient information to process my request.  Signed:       Date: |

­­­­­­­­­­­­­­

|  |
| --- |
| **What happens next?** |

|  |
| --- |
| Either email this form, remembering to enclose any required attachments, to:  [dataprotection@bbacerts.co.uk](mailto:dataprotection@bbacerts.co.uk)  Or complete it, print it and send it by post, with any required evidence and payment, to:  Data Protection / Data Subject Requests  British Board of Agrément  Bucknalls Lane  Watford  Herts WD25 9BA  UK  Your request will be acknowledged soon after receipt, and any additional information will be requested from you. From the point when sufficient information are received, BBA will respond to you as soon as possible, and in any case within one month.  If you are not satisfied by BBA’s response, and believe that BBA has not complied with data protection legislation, the data protection supervisory authority is the Information Commissioner’s Office, and you have the right to raise a concern with them. Please see https://ico.org.uk/ |