**Right of Access Request**

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| **Part 1 – Person that the information relates to (the individual):** | |
| \*Title | Mr Mrs Miss Ms  Other……………………………………………… |
| \*Full name |  |
| Former name by which you may be known to in the Trust’s records |  |
| \*Current Address (incl. postcode) |  |
| Previous Address (incl. postcode) |  |
| \*Email |  |
| \*Telephone number |  |
| \*Date of Birth |  |
| Please indicate your relationship to the Trust e.g. Boater, Employee, Volunteer, Other |  |
| Boat Name/ index Number (If applicable) |  |
| Reference numbers e.g. payroll, customer reference (If applicable) |  |
| To verify the individual’s identity, we need to see two pieces of identification. Select one from list A and one from list B. One of these must be identification with a photo.  Please indicate which ones you are supplying.   |  |  | | --- | --- | | **List A** | **List B** | | Driving Licence | Utility Bill showing current home address (no more than 3 months old) | | Passport/Travel document | Bank Statement or Building society Book (no more than 3 months old) | | Birth Certificate |  |   **Please DO NOT send original copies in the post**. Photocopies or scanned copies are acceptable and can be attached to this request or emailed to [information.request@canalrivertrust.org.uk](mailto:information.request@canalrivertrust.org.uk) | |
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| **Part 2 – Is the requested information about you (are you the individual)?** | |
| No, the information is not about me (go to part 3) Yes, the information is about me (go to part 4) | |

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| **Part 3 – Person (agent) acting on behalf of the individual:** | | | |
| \*Title | | Mr Mrs Miss Ms  Other……………………………………………… | |
| \*Full name | |  | |
| Company | |  | |
| \*Current Address | |  | |
| \*Email | |  | |
| \*Telephone number | |  | |
| What is your relationship to the Individual? (e.g. parent, carer, legal representative) | |  | |
| Please note, that we cannot provide you with the information requested unless you provide the above details. If you are acting on behalf of the Individual, you must submit their written authority. Photocopies or scanned copies are acceptable and can be attached to this request or emailed to [information.request@canalrivertrust.org.uk](mailto:information.request@canalrivertrust.org.uk) | | | |
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| **Part 4 – Details of information being requested:** | | | |
| Please explain in as much detail as possible the information you want. Such as, which departments at the Trust you have been in touch with, periods of time or incidents that interest you. Relevant details such as: old address, boat names and index numbers, names of previous contacts or file reference numbers can also be useful. If necessary, please continue a separate page. | | | |
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| **Period Date of interest** | **From:** | | **To:** |
|  | | | |
| **Part 5 – Possible fee.** | | | |
| There is normally no fee for a right ofaccess request. However, please be aware that Canal & River Trust is permitted to charge a reasonable fee when a request is deemed manifestly unfounded or excessive. If it is particularly repetitive or is requesting further copies of the same information. Canal & River Trust will notify you if it considers that a fee is payable due to the nature of your request. If a fee is required, your request will not be actioned until payment is received. Under the General Data Protection Regulation, Article 12 (5). | | | |

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| **Part 6 – Disclosure of the information.** |
| What is your preferred method of being contacted?  Email  Post  By Other (please specify) ………………………….……….……….………. |
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| **Part 7 – Declaration.** |
| I can confirm that the information given on this form is true. I understand that Canal & River Trust is obliged to confirm proof of identity/authority and that it may be necessary to obtain further information to comply with this request and that the one month period in which Canal & River Trust must respond to my request under the Data Protection Legislation only commences when reasonable inquiries to confirm my identity are completed. I understand that applicable law may allow Canal & River Trust to refuse to act on my request.  Tick this box to confirm  **Signed…………………………….……….……….………. Date:……………………..** |
| **Warning – any person who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution.** |
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| **Part 8 – Before submitting this form, please check that you have:** |
| Enclosed proof of the identity of the individual– see part 1  Enclosed proof of authority to act on behalf of the individual (if appropriate) – see part 3  Given enough details for us to locate the information you seek – see part 4  Completed the declaration – see part 7  Completed all relevant sections of the form - (part 3 only to be completed if acting as an agent) |
| **Please submit this form and accompanying documents to** [**information.request@canalrivertrust.org.uk**](mailto:information.request@canalrivertrust.org.uk)  Or by post to: Information Officer, Aqua house, 20 Lionel Street, Birmingham, B3 1AQ |

**Right of Access Request - Office use only**

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| **Date request received** |  |

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| **Has the Identity been checked?** | YES | NO |

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| **Type of document used to establish ID e.g. passport, driver’s licence** | **List A:**  **List B:** |

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| **Was data access granted?** | YES | NO |

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| **Reason for not granting access:** |  |
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| **Was the individual informed of the reasons for not granting access to data?** | YES | NO |

Further Comments . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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| **Signed:** |  |  |

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| **Role** |  |