



SUBJECT ACCESS REQUEST FORM

Please use this form to request access to your personal information (also known as a Data Subject Access Request).

The form will be used by Sheffield Wednesday Football Club to consider your request under the Right of Access.

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. 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.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

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.

The individual whose information is being requested is known as the Data Subject. If you are completing this form 'on behalf of' or in relation to someone else, then please ensure that your details are provided as the Representative and not as the Data Subject.

You will be asked to provide proof of your identity and your address.

- You must supply evidence of your identity and address. You will need to attach a copy of 1 item from List A and 1 item from List B
- If you are applying on behalf of someone else, you will need to provide proof of their ID along with a letter of consent giving you permission to appeal on their behalf.

List A - Evidence of identity	List B - Evidence of address
<p>Ideally either:</p> <ul style="list-style-type: none">• Current UK photo card driving licence, or,• Current signed passport <p>However, if you have neither driving licence nor passport then:</p> <ul style="list-style-type: none">• Birth OR marriage certificate, or,• Residence permit issued by Home Office to EU nationals on sight of own country passport	<ul style="list-style-type: none">• Current driving licence (if not already being used as evidence of identity), or,• Utility bill from a utility company sent to your current address (within 6 months), or,• Bank, building society or credit union statement (within 6 months), or,• Mortgage statement (within 6 months), or,• Local Authority Tax bills (within 12 months).

Please note: A record of your request will be retained for a period of 3 years after the date created, in line with SWFC's retention requirements.



SECTION 1: Details of the person requesting information

Full Name	Click or tap here to enter text.
Customer ID number	Click or tap here to enter text.
Address	Click or tap here to enter text.
Contact number	Click or tap here to enter text.
Email address	Click or tap here to enter text.

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow.

- YES:** I am the data subject. I enclose proof of my identity (As List A and B above) **(Please go 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 (As List A and B above) **(Please go 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 copy of proof of your identity and of your address. 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 (if different from section 1)

Full Name	Click or tap here to enter text.
Customer ID number	Click or tap here to enter text.
Address	Click or tap here to enter text.
Contact number	Click or tap here to enter text.
Email address	Click or tap here to enter text.



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.

Click or tap here to enter text.

Please note: Certain information may be exempt from disclosure so we will need to consider what exemptions apply and decide whether we can rely on them. In practice, this means that we may be entitled to withhold some documents entirely or we may need to redact parts of them. Care should be taken to ensure that documents are redacted properly.

SECTION 5: Information about the collection and processing of data

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 to
- The source of your personal data

SECTION 6: Disclosure of CCTV images

If the information you require is in the form of CCTV footage, please complete this form providing dates and times along with a full description of yourself.

SECTION 7: Declaration

Please note that any attempt to mislead may result in prosecution.



I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to SWFC is true. I understand that it is necessary for SWFC 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.

Signed: Click or tap here to enter text. **Date:** Click or tap here to enter text.

Documents which must accompany this application:

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Please note: do not send original documents as these may not be returned.

Please return the completed form to:

Data Protection Officer

Sheffield Wednesday Football Club

Hillsborough

Sheffield

S6 1SW

Email: privacy@swfc.co.uk

Telephone: 0370 020 1867 (Option 7)

Correcting Information

If, after you have received the information you have requested you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;

then you should notify our Data Protection Officer at once.