**Subject Access Request Form**

**Part 1 Details about the person who the information relates to (referred to on this form as the data subject)**

**Title (please tick)**

[ ]  **Mr** [ ]  **Mrs** [ ]  **Miss** [ ]  **Ms** [ ]  **Other (please specify)**Click here to enter text.

**Surname**

Click here to enter text.

**Former Surnames (to be included in the search)**

Click here to enter text.

**First name**

Click here to enter text.

**Address**

Click here to enter text.

**Telephone Number**

Click here to enter text.

**Email**

Click here to enter text.

**Are you a current or former member of staff?** [ ] **Yes** [ ]  **No**

Please provide a copy of one of the following as proof of your identity (tick which one applies)

Passport [ ]

Driving License [ ]

Other ID document [ ]

**Part 2 Are you requesting information about you (i.e. are you the data subject)? Please tick which applies**

[ ] No – Go to part 3

[ ] Yes – Go to part 4

**Part 3 Please complete if you are the person acting on behalf of the data subject (who has been identified in Part 1 above)**

**Title (please tick)**

[ ]  **Mr** [ ]  **Mrs** [ ]  **Miss** [ ]  **Ms** [ ]  **Other (please specify)**Click here to enter text.

**Surname**

Click here to enter text.

**First name**

Click here to enter text.

**Address**

Click here to enter text.

**Telephone Number**

Click here to enter text.

**Email**

Click here to enter text.

Please provide a copy of one of the following as proof of your identity (tick which one applies)

Passport [ ]

Driving License [ ]

Other ID document [ ]

**As you need to have legal authority to request the data subject’s information please provide a copy of one of the following:**

Letter of authority [ ]

Lasting power of attorney [ ]

Other [ ]

(Please specify):Click here to enter text.

**Part 4 Details of information being requested**

**To help us with your request, please provide details of the information that you require:**

Click here to enter text.

**Part 5 Before submitting this form, please check that your have**

[ ]  Enclosed proof of identity of the data subject

[ ]  Enclosed proof of authority to act on behalf of the data subject? (if required)

[ ]  Enclosed proof of identity if acting on behalf of the data subject (if required)

[ ]  Provided sufficient details for Historic England to locate the information you have requested

**Subject Access Request form: guidance**

**Your right to request access to your personal records:**

Data protection legislation gives you the right to access the personal information relating to you that Historic England is processing. This is known as a Subject Access Request (SAR).

**Who can make a subject access request?**

Any individual can make a subject access request. In addition an individual may nominate a representative (such as a solicitor) to apply on their behalf. In this case there must be valid consent signed by the individual who authorises the release of information to the representative.

**Why does Historic England ask for my details?**

We ask for name (including any former names to be included in the search), contact details and relationship to Historic England in order to help us identify and locate your personal information in our records and to respond to your request. Any identification documentation supplied with the Subject Access Request will not be used for any purpose other than verification of the requestor’s identity. For more information see our Privacy & Cookies Policy

 <https://www.historicengland.org.uk/terms/privacy-cookies/>

**Will I be charged to access my information?**

No we will not usually charge you for accessing your information.

We may charge a reasonable fee based on the administrative cost of providing the information if the request is manifestly unfounded or excessive in particular if it is repetitive.

**How long will it take Historic England to respond to my request?**

We will respond to your request within 1 month.

Where a request is complex or numerous we may extend the deadline by a further two months. If this is the case we will let you know within one month of the receipt of the request and explain why the extension is necessary.

**How will the information be provided?**

In most instances information will be provided by email unless otherwise requested by you.

**Further information**

If you would like more information, or have any questions about this policy, to make a formal complaint about our approach to data protection or raise privacy concerns please contact the Information Governance Manager.

data.protection@HistoricEngland.org.uk or by post

Information Governance Manager
English Heritage
The Engine House
Fire Fly Avenue
Swindon SN2 2EH

If you would like to make a complaint in relation to how we have handled your personal information please contact us. If you are not happy with the response you receive then you can raise your complaint with the Information Commissioner’s Office:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Alternatively you can visit their website [www.ico.org.uk](http://www.ico.org.uk)