

SUBJECT ACCESS REQUEST

This form can be used to apply for access to personal data held by PSAA, which you are entitled to access under the data protection legislation.

Please read the Subject Access Request Guidance below before completing this form.

A separate form should be completed for each individual.

This is not a mandatory form

Subject Access requests made in other formats will also be accepted but this form is designed to assist the process and, as a consequence, may speed the process up.

The information supplied in this form will be used only for the purposes of identifying the personal data you are requesting.

Subject Access Request Guidance

Please read before filling in the Subject Access Request Form

Which sections should I complete?

Sections 1, 2, 4, 5 and 6 should be completed for all applications.

Sections 3 should only be completed if the application is being made by a representative (that is someone other than the data subject themselves).

Section 2 (Proof of the applicant's identity) - If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration – please contact us.

What information will help with the processing of my subject access request?

Identification of relevant records will be easier if you can provide details of any communications with PSAA. If you cannot provide us with satisfactory proof of identity, your request may be rejected.

What information does PSAA hold?

PSAA collects personal information in the course of its business operations. Our privacy notice available at <https://www.psa.co.uk/legal/privacy/> sets out in detail the information we collect about:

- individuals in specific posts at audited bodies that have opted into PSAA's national auditor appointment scheme, in connection with PSAA's responsibilities as a specified appointing person under the Local Audit and Accountability Act 2014;
- individuals in specific posts at audited bodies for which PSAA has appointed an auditor under the transitional arrangements made by the Secretary of State for Communities and Local Government;
- individuals in organisations that are key stakeholders for PSAA, in connection with its statutory responsibilities;
- individuals who are chairs of the audit committees for principal local government bodies who are subject to the requirements of the Local Audit and Accountability Act 2014;
- partners and employees of audit firms with which PSAA has, or has previously managed, audit contracts;
- individuals at suppliers of goods and services to PSAA;
- job applicants, current and former employees, current and former Board and audit committee members;
- members of the public making enquiries or complaints to PSAA; and
- visitors to our website.

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How long will it take to get my data?

Once we are satisfied that you meet the criteria for disclosure of data under the data protection laws, and have provided sufficient information, you should receive a response within one month from the date that we accept your application for processing.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is, then you are likely to get a quicker disclosure.

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date, but we will endeavour to comply with reasonable requests for expedited action.

In most cases we will be happy to provide you with copies of the information you request. However, in accordance with the data protection laws, if to do so would take “disproportionate effort” we will not be able to provide you with copies of information requested. In these circumstances, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable and give you an explanation of why we were not able to provide you with your requested information.

General Notes

1. We will not acknowledge your application in writing, but we will provide you with a reference number when we write to you.
2. The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible and we cannot release third party personal information to you under data protection laws.
3. Disclosure by post is usually made by first class post to the address you provide in section 1 or, if appropriate, to your representative named in section 3. We will not disclose information by fax or telephone.
4. If the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances we may not be able to disclose the information to you. In this case we will inform you promptly and give full reasons for our decision, or the information will be redacted.

Checklist

- Have you completed all relevant sections of the form?
- Have you enclosed two pieces of identification from the lists in Section 2? If you are acting on behalf of someone else, have you included a separate signed note of authority?
- Have you signed the declaration in Section 6?
- Have you provided as much information as possible to enable us to find the data you require?

Please send your completed form and proof of identity to:

PSAA, 18 Smith Square, London, SW1P 3HZ

Email: generalenquiries@psaa.co.uk

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SECTION 1

Please provide details of the person requesting the information

Full name:	
Address:	
Postcode:	
Contact number:	
Email address:	

If this subject access request relates to you, please also tell us of any change of name, address, contact or other details which may have happened during your period of contact with PSAA to help us ensure we can identify all relevant data.

Are there any previous names or details to take into account? **YES / NO**

*If **YES**, please tell us about change(s) of details below.*

Previous name/s:	
Previous address/es:	
Previous contact details:	
Contact number:	
Email address:	

Any other relevant change(s) you want to tell us about:

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SECTION 2

Does this data subject request relate to you? **YES / NO**

We cannot grant your request if we do not receive sufficient evidence of identity.

Please select appropriate answer and follow to the correct section.

YES: the data subject request relates to you

Please supply evidence of your identity, either:

- *your driving licence, passport, or national identity card;*
- and*
- *a recent letter or bill from a utility company (within the last 3 months) as evidence of address.*

If you send us original documents, we will aim to return them by special delivery within 5 working days. (please go to Section 4)

NO: you are acting on behalf of someone else to whom the data relates

Please supply written authority/letter from the person in question, for example a power of attorney document.

You must also supply evidence of your own identity,

- *your driving licence, passport, or national identity card;*
- and*
- *a recent letter or bill from a utility company (within the last 3 months) as evidence of address.*

If you send us original documents, we will aim to return them by special delivery within 5 working days. (please go to Section 3)

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SECTION 3

Details of the data subject (the data subject is the person whose information you wish to obtain - please complete if different from Section 1)

Full name:	
Address:	
Postcode:	
Contact number:	
Email address:	

Please also tell us of any change of name, address, contact or other details for the data subject which may have happened during their period of contact with PSAA, to help us ensure we can identify all relevant data.

Are there any previous names or details to take into account? **YES / NO**

If **YES**, please tell us about change(s) of details below.

Previous name/s:	
Previous address/es:	
Previous contact details:	
Contact number:	
Email address:	

SECTION 4

If applicable, which of the following do you wish to receive information about?

What information are you seeking?	delete as appropriate
Why we are processing your personal data	Yes / No
To whom your personal data is disclosed	Yes / No
The source of your personal data	Yes / No

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SECTION 5

What information are you seeking?

Please describe the information you seek in as much detail as possible together with any other relevant information. This will help us to identify the information you require and respond to you quickly.

If you have specific reasons for requiring data by a specific date please give details below:

Date required:

Reason (please state and supply supporting evidence):

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SECTION 6

DECLARATION

Please note that any attempt to mislead by providing false information may result in prosecution

I confirm that I have read and understood the terms of this subject access request form and certify that the information given is true and accurate. I understand that it is necessary for PSAA 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..... Date

Print Name.....

Documents which must accompany this application:

1. Evidence of your identity (Section 2)
2. Evidence of the data subject's identity, if different from above (Section 3)
3. Authorisation from the data subject to act on their behalf, if applicable (Section 3)

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

1. the information is inaccurate or out of date; or
2. we should no longer be holding that information; or
3. we are using your information for a purpose of which you were unaware; or
4. we may have passed inaccurate information about you to someone else
you should notify us at once to generalenquiries@psaa.co.uk.