

Subject Access Request Form

Are you making this request for information that relates to you? Please tick the appropriate box.	Yes <input type="checkbox"/>	Please complete Sections A & C
	No <input type="checkbox"/>	Please complete Sections B & C

Additional assistance to complete this form is provided at the end of this form.

Section A – Application made by the Data Subject

A.1	Please enter your details:		
	Full Name:		
	Address:		
	Tel No.	Email:	

Total Fitness has a responsibility to ensure that we keep your information secure. For this reason we ask that when you make your application, you provide us with proof of your identity.

Please enclose a copy of an official document (e.g. a copy of your passport or driving licence) and a recent bill (e.g. utility or Council Tax bill or bank statement) showing your name and address.

We will not respond to your request unless you have provided this information.

A.2	Details of personal information which Total Fitness may hold about you:	
	<p>Tick the relevant box to indicate your relationship with Total Fitness.</p> <p><input type="checkbox"/> Employee (former) <input type="checkbox"/> Club Member</p> <p><input type="checkbox"/> Employee (current) <input type="checkbox"/> Tenant</p> <p><input type="checkbox"/> Member of the public <input type="checkbox"/> Other (please specify)</p>	
	<p>To help us find the information that you require please provide us with as much detail as possible (include any locations, reference numbers, contact names and any specific detail in relation to your request).</p> <p>If you are requesting CCTV footage please supply the following information:</p> <p>Date, time and location, a description of the incident and details of your clothing or vehicle.</p>	

Section B – Application made on behalf of the Data Subject

B.1	If you are acting on behalf of the data subject, tick the box which relates to the nature of your relationship:		
	<input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Sibling	<input type="checkbox"/> Spouse / partner / co-habitant <input type="checkbox"/> Legal representative <input type="checkbox"/> Other (please specify)	

Total Fitness has a responsibility to ensure that we do not disclose personal information to those who are not entitled to have access. For this reason, we will require you to provide evidence of your right to act on behalf of the Data Subject.

Please enclose a copy of any official document that authorises you to act on the data subject's behalf (e.g. Lasting power of attorney) or evidence of the data subject's consent to disclose this information to you.

We will also need to verify your identity; therefore you will need to a copy of an official document showing your name and signature (e.g. a copy of your passport or driving licence).

We will not respond to your request unless you have provided this information.

B.2	Please enter your details (as the data subjects representative)		
	Full Name:		
	Address:		
	Tel:		Email:

B.3	Please provide the following details in relation to the data subject.		
	Full Name:		
	Address:		
	Tel No.:		
	Is the data subject under the age of 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B.4	Information Total Fitness may hold about the data subject.		
	Tick the relevant box to indicate the data subject's relationship with Total Fitness:	<input type="checkbox"/> Employee (former)	<input type="checkbox"/> Club Member
		<input type="checkbox"/> Employee (current)	<input type="checkbox"/> Tenant
		<input type="checkbox"/> Member of the public	<input type="checkbox"/> Other (please specify)
	To help us find the information that you require please provide us with as much detail as possible (include any reference or account numbers, name of contacts and any specific detail about the information).		

Section C – Declaration

Declaration (to be signed by the applicant)	
<ul style="list-style-type: none"> To the best of my knowledge the information I have provided in this application is correct. I have provided all documentation requested to prove my entitlement to the information. 	
Signature:	
Date:	

The information you have supplied in connection with this application will only be used in the processing of this subject access request. The information will only be disclosed to the relevant parts of the business that hold the information you have requested in order for it to be retrieved.
Return the form to the address shown at the end of this form.

Internal / Office Use Only				
Identification documents included	Yes	No	Fee paid	£
Document details			Confirmation issued	

Guidance on completing this Subject Access Request Form:

In order to help us identify and locate your personal data, please be as specific as possible when describing both the information you believe may exist and its possible sources.

Below is some guidance on the type(s) of information which will help us carry out a comprehensive search for any personal information to which you may be entitled.

All requests: Please provide as much information as you can about:

- What you are requesting (this may include a description of the purpose for which your personal information is being processed by Total Fitness, the format it is held in, etc);
- Who may hold the information (i.e. a business area, service provider or individual officer);
- The dates or periods of time you believe the relevant information was created (e.g. between 10 June 2016 and 5 December 2017).

Requesting specific documents: If you think your personal information may appear in a specific document (or set of documents), please provide as much information as you can about:

- The subject matter of the document(s) and which Total Fitness employee/business area created it;
- The date (or approximate date) on which each document was created;
- The format in which the document may be held (e.g. a paper or electronic, etc).

Requesting email messages: If you think your personal information may appear in specific items of email correspondence, please provide as much information as you can about:

- The name(s) of the Network employee(s) who may have sent/received the email(s) and if possible, their job title/department (to help distinguish them from others of the same name);
- The dates between which the emails were sent (e.g. 10 May 2015 and 5 July 2016 etc);
- Any key words or phrases relating to the subject matter of the email correspondence.

Requesting CCTV footage: If you think your personal information may appear in footage captured by Total Fitness's CCTV cameras, please provide as much information as you can about:

- The relevant date, location and approximate time;
- A description of what is happening in the footage;
- A detailed description of what you were wearing/carrying at the time;
- A recent full-length colour photograph of you.

Please note: CCTV footage is normally retained for a maximum of 30 days.

Requesting telephone call recordings: If you think your personal information may appear in a recording of a telephone conversation, please provide as much information as you can about:

- The Total Fitness employee and/or business area that made or received the telephone call;
- The date and approximate time of the call.

Proof of Identity documents: Total Fitness needs to be satisfied that you are who you say you are. To help establish your identity, your application must be accompanied by photocopies of at least two different official documents but which (between them) provide sufficient information to prove identity, current address and/or signature. For example, a copy of one of the following: driving licence or passport **plus** any other official document addressed to you (e.g. bank statement or utility bill issued within the last 3 months).

Returning this form

The completed form, with proof of identity and current address documents should be emailed or posted (marked 'Private and Confidential') to Data Protection Officer, Total Fitness, Wilmslow Way, Wilmslow, SK9 3PE.

Please be advised Total Fitness will not be responsible for the security of any identity documents emailed or monies sent/lost in the post.