
What is this form for?

Under the Data Protection Act 2018, you have the right to know whether LOROS holds any data about you, and a right to request a copy of that personal data. This is called a Subject Access Request (SAR).

This form is designed to assist you in the process of making a request for that information, and we recommend that you use it as it will ensure we have the relevant information and therefore speed the process up. However, it is not mandatory and we will respond to requests made in other formats.

In certain circumstances, exemptions may apply and we may be unable to let you have a copy of the information (for example if it is required for criminal proceedings). If an exemption under the Data Protection Act 2018 does apply, we will let you know what; why; and what you should do if you are not happy with our decision.

When will LOROS respond to the request?

We have up to one calendar month from the day after we receive your request to respond. In some cases, this period can be extended. We will let you know if this is the case. We are committed to acknowledge all the requests we receive.

What do you need to be able to respond?

In order to process your request, we need to see proof of your identity. This is to ensure we do not give out personal data to people who are not the data subject.

If you are applying for personal data on behalf of another person, we will need to see written authorisation from them. If you hold a power of attorney or parental rights for the person then we will need to see a copy of the relevant form.

How can I submit this SAR?

You can complete our online SAR form available on our website at <https://www.loros.co.uk/about/data-protection/subject-access-request-form/> , or you can print and complete this form and send it via post or email to:

Data Protection Officer
LOROS Hospice
Groby Road
Leicester LE3 9QE
Email: DataProtection@loros.co.uk

You can also call the hospice on 0116 231 3771 or come in and visit us. Although we would prefer you to fill in a form so that we can ensure we have all the information we need to process your request, you are still entitled to make your request via other means, or ask us for help in completing the form.

(1) Details of the data subject (the person to whom the personal data relates)

Title:	
Forename(s):	
Surname:	
Current Address (including postcode):	
Other names known by:	
Date of Birth:	
NHS number (if required):	
Telephone number:	
Email:	

If you (or the subject if you are acting on their behalf) has been known by a different name or lived at a different address during the timespan of your request, please give details below. This will help us to find all of the information you require.

	Date from:	Date to:
Previous name(s):		
Previous address(es):		

(2) About Yourself (please tick one)

- I am the subject of the information
- I am the subject's parent or guardian
- I am the subject's legal guardian, and attach the power of attorney
- I am the acting on behalf of the subject, and attach their written authorisation

(3) Your details (if different from (1) above):

Only complete this section if you are making the request on behalf of someone else.

Title:	
Forename(s):	
Surname:	
Current Address (including postcode):	
Telephone number:	
Email:	
Relationship to the subject:	

(4) Proof of identity

We need to ensure we are giving personal information to the correct people only. In order to prove your identity, please supply us with copies of two the following documents, one to prove your name and one to prove your address*:

*please do not send us any original documents as we cannot guarantee their return. Photocopied or electronic documents are best, or bring them in to show us.

NAME

- Passport
- Photo driving licence
- Birth certificate
- Marriage certificate

ADDRESS

- Recent utility bill
- Recent council tax statement
- Recent bank statement

(5) Details of what is required

This is where you need to put as much information as you can about the information you are requesting: for example, dates; times; venues; specific documents or systems involved. This will help us identify the information you require. If necessary, please also note your preferred format for receiving the information.

If you require a CCTV image, you can request a viewing at a location to be arranged. It may also be possible to get a copy of the image(s), however bear in mind that CCTV images are overwritten after 30 days and therefore requests need to be given within 30 days of the date of the image. Please be as accurate as you can with the date and time of the image required so that we are able to locate the data.

Please note that where our response identifies other individuals, we may redact (obscure) that information, or will only release that information where the identified person agrees.

(6) Declaration

The information that I have supplied in this application is correct, and I am the person to whom it relates or am a representative acting on their behalf. I understand that LOROS may need to obtain further information from me or my representative in order to meet this request.

Name:	
Signature:	
Date:	

Please check that you have:

- Completed all the sections that you need to
- Signed the declaration
- Enclosed or shown us copies of the documents listed in section 4

Send the completed form to us using the contact details on the front page