

## Data Subject Access Request (DSAR)

### DECLARATION

This form is for any person who wishes to apply for access to personal data held by IEMA. Please read the Data Subject Rights Guidance Notes below before completing this form.

**NOTE:** This is not a mandatory form – Data subjects may request access in other formats, but this form has been designed to speed up the process.

**NOTE:** Please note there is no longer a requirement under the latest Data Protection Legislation to charge a fee for Data Subject right requests.

### Data Subject Rights Guidance

#### Please read before filling in the Data Subject Rights Form

#### Which sections should I complete?

**Sections 1, 2, 3, 4 and 5** should be completed for all applications.

**Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative)** should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

**Section 3 (Proof of the Applicant's Identity)** - If you do not have any of the forms of identification listed, we may in exceptional circumstances accept alternatives for consideration.

This form is designed to assist Data Subjects in the process of making an information request and, consequently, may speed the process up; but it is not mandatory, all information requests from Data Subjects made in other formats will also be processed.

You can use the same process to request access to your information as well as to exercise any of these rights.

#### What information will help with the processing of my Data Subject request?

Identification of relevant records will be easier if you can provide any references issued by IEMA relating to applications, upgrades, interviews, examinations etc.

If you cannot provide us with satisfactory proof of identity, your application will be rejected.

#### What information does IEMA hold?

IEMA holds information relevant to the conduct of its functions which will include, but not be restricted to, personal information about your membership, applications that you have made, and any other action undertaken in relation to your current or expired membership with IEMA. IEMA also gathers information about non-members who may have attended an event, online webinar or downloaded articles from the IEMA website. However, some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies.

IEMA is the 'data controller' for all Membership data and certain information held by other bodies which are contracted by IEMA in connection with your IEMA Membership.

## 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 Legislation and have provided enough information for us to confirm your identity and accept your application for processing, you should receive a response within one calendar month from that date.

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 – for example a specific document or IT-only data – 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.

## General Notes

1. We will acknowledge your application in writing.
2. Sections, 4 and 5 should be completed by a parent/guardian for a child under 16
3. Disclosure by post is usually made by first class recorded post to the address you provide in section 2 or, if appropriate, to your representative named in section 6. We will also disclose by email where requested.

## Checklist

Have you completed all relevant sections of the form?

If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?

If you are submitting the form yourself, have you signed the form at Section 5?

If you are signing as a parent or guardian of a child under 16, have you provided a photocopy of their full birth certificate, photocopies of any court orders and proof of your parental responsibility?

Have you enclosed two pieces of identification from the lists in Section 3 (one from each of A and B)?

Have you signed the declaration in Section 5?

Have you provided as much information as possible to enable us to find the data you require?

## Please send your completed form, proof of identity to:

Disclosure of Information  
IEMA  
City Office Park  
Lincoln  
LN6 7AS

Email: [DSAR@iema.net](mailto:DSAR@iema.net)



Transforming the world  
to sustainability

**Section 1 – Applicant Details**

Title (please tick one):	Mr Mrs Ms Miss Dr Prof	Title (please state):
Forename(s):		
Surname:		
Date of Birth (dd/mm/yyyy):	Male or Female	
Nationality:		
Place of Birth:		
IEMA Membership Number		
Membership Grade		

**Section 2 – Applicant Details**

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	
Previous Address:	
Postcode:	



Transforming the world to sustainability

**Section 3 – Proof of the Applicant’s Identity.**

In order to prove the applicant’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

**Please DO NOT send an original passport, driving licence or identity card**

**List A (photocopy of one from below)**

**List B (plus one original from below) \***

Passport/Travel Document		Utility bill showing current home address	
Photo driving licence		Bank statement	
Foreign National Identity Card		A letter of communication from IEMA	
Child under 16 : Full birth certificate			

**\* Any original documents you send to us will be returned by first class post.**

**Section 4 – Details of information Required**

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):


**Section 5 – Declaration**

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that IEMA may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:
-------------------------	-------

## Section 6 - Representative Details

Name of Representative:	
Company Name:	
Address & Postcode:	
Daytime Telephone No:	
Email Address:	

## Section 7 – Proof of Representatives’ Identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

### List A (photocopy of one from below)

### List B (plus one original from below)

Passport/Travel Document		Council Tax bill	
Photo driving licence		Utility bill showing current home address	
Foreign National Identity Card		Bank statement	

## Section 8 – Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant's signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

If the applicant is signing as the guardian of a child under 13, proof of legal guardianship must be provided.

I hereby give my authority for the representative named in Section 6 of this form to make a Data Subject Right Request on my behalf under Data Protection Legislation.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

## Section 9 – Timescale

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

(a) Date required:
(b) Reason (please state and supply supporting evidence):