

Data Subject Access Request Form

Article 15 of the retained EU law version of the General Data Protection Regulation (UK GDPR) grants you the right to access your personal data held by Young Global Impact (YGA) ("YGA", "we", "our" or "us"). This includes:

When submitting a Subject Access Request under UK General Data Protection Regulation (GDPR), as amended from time to time, you are entitled as a data subject to obtain from the YGA, confirmation as to whether or not we are processing personal data concerning you, to request details about the purposes, categories and disclosures of such data, as well as to withdraw your consent.

We have thirty (30) days to release your information. This period can be extended by additional (60) days depending on the complexity of the request. In such case we will inform you providing also the reasons for the delay. This period begins once we receive your request, along with valid proof of your identity.

The information you provide in this form will allow us to identify where the information that you have requested may be located. Please provide as much detail as possible when submitting your request. We may contact you for further clarification, if necessary.

You can use this form to request information about you and access any personal data we hold about you. Details on where to return the completed form can be found at the end of this document.

1. Requester name (data subject) and contact information

Please provide the data subject's information in the space provided below. If you are making this request on the data subject's behalf, you should provide your name and contact information in Section 3.

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, to respond to your request and to keep a record of your request and our response.

Details	
First and last name:	
Any other names that you have been known by (including nicknames and previous surnames):	
Date of birth:	
Telephone number:	
Email address:	
Relationship with YGA	
Please provide other unique identifiers or related information to help us locate your personal data (for example, your government identification number):	

2. Proof of data subject's identity

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth and current address. We accept a photocopy or a scanned image of one of the following as proof of identity passport or photo identification such as a driving licence.

If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact us at info@yga.org.uk for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

3. Requests made on a data subject's behalf

Please complete also this section of the form with your name and contact details if you are acting on the data subject's behalf.

Details	
First and last name:	
Telephone number:	
Email address:	
Date of birth:	
What is your relationship to the data subject (for example, solicitor, other adviser, parent)?	
Do you have legal authority to request the data subject's information?	
If the data subject is under 13, do you have parental authority to act for them?	

We accept a photocopy or a scanned image of your passport or photo identification (e.g. driving licence) as proof of your identity.

If you do not have any of these forms of identification available, please contact us at info@yga.org.uk for advice on other acceptable forms of identification. We may request additional information from you to help confirm your identity if necessary.

We also require proof of the data subject's identity before we can respond to the request. To help us establish the data subject's identity, you must provide identification that clearly shows the data subject's name, date of birth and current address. We accept a photocopy or a scanned image of one of the following as proof of identity:

- Passport or photo identification such as a driving licence.
- Birth or adoption certificate.
- Other proof of valid identification.

If the data subject has changed their name, please provide the relevant documents evidencing the change.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf:

- A written consent signed by the data subject.
- A certified copy of a power of attorney.
- Other proof of valid identification.

We may request additional information from you to help confirm the data subject's identity. We reserve the right to refuse to act on your request if we are unable to identify the data subject or verify your legal authority to act on the data subject's behalf.

4. Information about your request.

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

For example, you may specify that you are seeking:

- Employment or volunteering records or personnel records.
- Application and participation records
- Education programme records
- School or organisation-related information
- Personal data held by a certain department.
- Email or other electronic communications with YGA (specify the approximate dates, times and correspondents).
- Billing information.
- Photographs.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all the information we need to locate your personal data.

In response to your request, we will provide you with the information we are required to provide, including information on:

- The purposes of processing.
- Categories of personal data processed.
- Recipients or categories of recipients who receive personal data from us.
- How long we store the personal data, or the criteria we use to determine retention periods.
- Any available information on the source of the personal data if we do not collect it directly from you.
- Whether we use automated decision-making, including profiling, meaningful information about the auto-decision logic used, and the significance and consequences of this processing.
- Your right to:
- request correction or erasure of your personal data;

- restrict or object to certain types of processing with respect to your personal data; and
- make a complaint to the local data protection authority.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, consider if it is otherwise reasonable to provide it to you or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would infringe the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all the personal data that we hold about you, or we may have destroyed, erased or made your personal data anonymous in accordance with our record-retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

Signature and acknowledgement

I, [NAME], confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that:

- YGA must confirm proof of identity and may need to contact me again for further information.
- YGA may not be able to respond to your request if we do not receive all of the required information to process the request.
- I am entitled to one free copy of the personal data I have requested, and acknowledge that, for any further copies I request, YGA may charge a reasonable fee based on administrative costs.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy:

	Hard copy.
	Electronic copy.

.....

Signature

.....

Date

Authorised person signature

I, [NAME], confirm that I am authorised to act on behalf of the data subject. I understand that YGA must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

.....

Signature

.....

Date

When completed, please submit this form together with your identity documents to the following address:

Somerset House New Wing

Exchange Studios, Anylab

West Service Yard Goods Entrance

Victoria Embankment

London, United Kingdom

Alternatively, this form can be submitted via email to the following email address: info@yga.org.uk

If you need any help completing this form, or any additional information relating to this subject access request, please contact YGA using the address provided within the accompanying guidance notes.