



## How to make a Data Protection ‘subject access request’

This document concerns personal information held by The Company of Biologists, your right of access to that information, and how to make a subject access request.

### Which records does the Data Protection Act cover?

The Data Protection Act 1998 provides you with a right of access to the personal information we hold about you. This right applies to information in our own business records – our files, information systems and CCTV.

We will need to be provided with sufficient details to locate the information readily – we cannot undertake open-ended searches.

### Making a request for personal information

If you wish to make a request for the personal information we hold about you, you can:

- use the form at the end of this document, or
- put your request in a letter and send it to:

Data Protection Officer  
The Company of Biologists Limited  
Bidder Building,  
Station Road, Histon,  
Cambridge CB24 9LF, UK

Please provide as much detail as possible to help us find the information. The more details you can provide, the more likely we are to be able to find the information you seek.

We will ask you for proof of your identity before we release any personal information to you. [Click Here](#) for the ICO’s Code of Practice



## Data subject access request form

The following information is needed to help us give a quick and accurate response to your enquiry. Please complete the information below and return the form by post or email to the Data Protection Officer (contact details provided below).

### Data subject details

Full name

Address

Tel. no.

Email address

### Requestor's details (if third party acting on behalf of data subject)

Full name

Address

Tel. no.

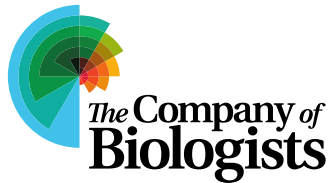
Email address

### Information requested

Please provide a description of your request and any further information which will enable us to locate your personal data.

If you are looking for personal information relating to a specific period in time, please supply the range of dates you would like us to search.

**If you are requesting CCTV images, please specify the date you are requesting.**



### Proof of identity

The Data Protection Act requires The Company of Biologists to satisfactorily identify the person making the request. Please send a photocopy of identification containing a photograph, your signature and address. This could be a passport or photocard driving licence. If the supplying this information is problematic, please contact us to discuss alternative proof of identify arrangements. If The Company of Biologists is unable to satisfactorily identify you from the documentation you send us, we will contact you as soon as possible.

If you are not the data subject, please briefly describe your relationship with them (e.g. spouse, legal advisor) and explain why you are making this information access request on their behalf. This must be supported by an appropriate letter of consent from the data subject.

### Declaration

The information I have supplied in this form is correct and true. I understand that The Company of Biologists may contact me for more information to confirm my/the data subject's identity and respond to my request.

Please note that any attempt to mislead may result in prosecution.

Signature:

Date:

The Company of Biologists will respond to your request within a period of one month. This period will not begin until your identity has been established and any relevant details received.

Please return the completed form to the **Data Protection Officer**, The Company of Biologists Ltd, Bidder Building, Station Road, Histon, Cambridge CB24 9LF, UK or  
Email: [dataprotection@biologists.com](mailto:dataprotection@biologists.com)

Documents which must accompany this application:

- evidence of your identity
- evidence of the data subject's identity (if 3<sup>rd</sup> party acting on behalf of data subject)
- authorisation from the data subject to act on their behalf (if applicable)

The Company of Biologists will process the personal information included on this form in accordance with the Data Protection Act. The information will only be used in order to handle your request and will not be kept longer than is necessary to do so.

For details on how your personal information is used by The Company of Biologists, please see our Privacy Policy which can be found on our website at [www.biologists.com](http://www.biologists.com)