

# THE WORSHIPFUL COMPANY OF SPECTACLE MAKERS, ASSOCIATED CHARITIES AND SOCIAL ORGANISATIONS: SUBJECT ACCESS REQUEST FORM

**Introduction.** This form is the recommended means of making what is known as a Subject Access Request (SAR) under data protection legislation. A SAR is intended to enable you to find out what information, an organisation is holding or processing that relates to you.

This form is made up of 7 Sections. Either Section 1 or Section 2 should be completed, plus the remaining sections:

- **Section 1: Applying for Your Own Personal Records** *or*
- **Section 2: Making an Application on Behalf of a Data Subject**
- **Section 3: Making an Application in relation to a deceased person**
- **Section 4: What Information Do You Require?**
- **Section 5: Helping Us to Find the Information.**
- **Section 6: Dispatch Details.**
- **Section 7: Declaration.**

Please confirm the organisation to whom this request is made (*delete as necessary*):

**The Worshipful Company of Spectacle Makers**

**The Worshipful Company of Spectacle Makers' Charity**

**The WCSM Education Trust**

**The Spectacle Makers' Society**

**Making the SAR.** Please return your completed application form to:

[clerk@spectaclemakers.com](mailto:clerk@spectaclemakers.com); or

Send a letter to The Clerk, WCSM, Apothecaries' Hall, Black Friars Lane, London EC4V 6EL

## Section 1: Applying for Your Own Personal Records

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If you wish to apply for copies of your own records, please complete the following details. In order to protect the privacy of the individual whom this request is about and in line with the requirements of the Data Protection Act, we will be keen to ensure we locate the records and information only relating to the person (data subject) of this request. We would be grateful if you could supply the information outlined below both to help verify your identity and to assist the search. **This information will be held only for the purposes of investigating your enquiry, for statistical purposes or as otherwise required by law.**

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Former Surname (s) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender (Male/Female/Prefer Not to Say) \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

If you have been known by a different name or have lived at a different address during the period for which you are requesting copies of information, please give details below:

Name(s) \_\_\_\_\_

From (*date*).....to (*date*).....

Previous address(es).....

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**Section 2: Making an Application on Behalf of The Data Subject.** On certain occasions it may be appropriate for someone else to make an application on behalf of someone else (the data subject). In this case we need to verify this is legally allowed, so there are some additional questions. The first envisaged scenario is when making an application on behalf of a child; the second is when making an application on behalf of a deceased person (next page).

**Making an Application on Behalf of a Child.** Only an individual with parental responsibility, or a third party (e.g. solicitor) acting on their behalf can make a request on behalf of a child. If you have parental responsibility for a child in order to help us establish your relationship to the child, you must submit one or more of the following:

- Full birth certificate of the child
- Full marriage certificate of parents (if details not shown on birth certificate)
- Full certificate of adoption
- Parental responsibility order
- Residence order or
- Court order assigning parental responsibility.

Please complete the details below. Also, please state your relationship to the data subject (e.g. parent/guardian, solicitor, holder of power of attorney, etc.)

Your full name \_\_\_\_\_

Your address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_

Contact telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Relationship to the Subject: \_\_\_\_\_

### Section 3: Making an Application in relation to a Deceased Person

The Data Protection Act only considers living people but there may be circumstances in which it is appropriate to ask for information about members who have died. We will normally only release information to a next of kin or very close relative, or a third party (e.g. solicitor) acting on behalf of the deceased. We therefore will ask for further information, including evidence of an enquirer's own identity and relationship to the subject, in order to verify whether it is appropriate to release personal records before doing so. We may also request a copy of the death certificate.

The time period of one month for response to a Subject Access Request will, in these circumstances, be deemed to begin only when sufficient proof of identity and right of access to the data has been established. You must provide one of the following as confirmation of your right to access the records of the data subject:

- Copy of a will or probate/letters of administration
- Health and Welfare or Financial Lasting Power of Attorney
- Signed declaration from the Data Subject themselves and/or
- Court of Protection Order appointing you as a personal deputy for the personal welfare of the data subject.

Please complete the details below. Also, please state your relationship to the data subject (e.g. next of kin, solicitor, etc.)

Name of Data Subject about whom you are enquiring

\_\_\_\_\_

Your full name \_\_\_\_\_

Your address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_

Contact telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Relationship to the Subject: \_\_\_\_\_

**PLEASE NOTE: The Worshipful Company of Spectacle Makers is a very small organisation. We do not have a full time archivist and we do not have the resources to provide a family history service. We will do our best, where time allows, to look at limited questions of family history by email request where other resources (eg online genealogy services, parish records and records of the Freemen of the City of London held at Guildhall and the London Metropolitan Archive) have been exhausted.**

**Please do not use a Subject Access Request for this purpose.**

**Section 4: What Information Do You Require?**

Please detail here the information you require

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**Section 5: Helping Us to Find the Information.** Please use the space below to provide further details that may help to locate the information you are seeking. Please supply as much detail as possible such as dates, types of records in which you believe personal data may be held, names of individuals who you believe may hold personal data relating to yourself/third party and any other details you may feel have relevance e.g. Freeman/Livery status, offices held, Committee and/or Trustee positions etc

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**Please state here if there are any records not required** (for example, certificates of membership already held, minutes of meetings in which the data subject is listed as an attendee but no individual contribution is mentioned, emails to which the data subject has been copied but is not the subject of the email etc).

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Please note that information may be redacted if it contains personal data relating to other individuals who have not given their specific consent to the sharing of such information.

## Section 6: Dispatch Details.

Information will usually be supplied by post, unless there is a very large amount of information for which the costs may be significant, the information is to be sent outside the United Kingdom or there are uncertainties about the security of data.

If you would prefer information to be sent by email (at your own risk) to the address given in Section 1 of this Subject Access Request Form, please tick the box.

Otherwise, please indicate where you would like your records dispatched to (please select one option):

- I am the data subject and would like my records to be dispatched to my home address as detailed in Section 1 above.
- I am acting on behalf of the data subject and would like the records dispatched to the address as detailed in Section 2 above.

## Section 7: Declaration.

I confirm that the information that I have supplied in this application is correct, and I am the person to whom it relates, or I am acting on behalf of the data subject and have enclosed the relevant authority as detailed in section 3.

### Data subject

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

### Person making a request of behalf of the data subject

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Please note that information posted by special delivery will require a signature upon receipt. However, if the Royal Mail are unable to deliver to the address given and need to return the documentation to us, this will be returned by normal post (i.e. not under confidential cover).

The time period set by the General Data Protection Regulation for provision of information in response to a Subject Access Request is one month.