

Amnesty International UK
Data Protection
Subject Access Request Form

Amnesty International UK (AIUK) may use the personal information that you give us to:

- Provide you with the services, products or information that you ask for
- Provide you with information about us and the work that we do
- Administer your donation, including processing gift aid
- Keep a record of your relationship with us
- Manage your marketing and communication preferences
- Undertake equal opportunities monitoring
- Create a profile of your interests and preferences.

Please see our Data Protection Policy for further information.

Please complete the form below if you would like more detail or a copy of your personal data that AIUK processes. This will help us provide you with a quick and accurate response to your enquiry.

AIUK charges a statutory fee of £10 to process subject access requests. We will process your request once we have received payment. Payment may be made by one of the following methods:

- by cheque made payable to payable to Amnesty International UK Section Charitable Trust
- by cash – but only if you are submitting your request in person to the Data Protection Officer during office hours at the address given on the first page of this form. Please note that you will not be able to discuss the content of your request in person and it is unlikely that the Data Protection Officer will be available to receive your request.

Please return this form by

- post to the Data Protection Officer, Amnesty International UK, 17-25 New Inn Yard, London, EC2A 3EA
- email to the Data Protection Officer dataprotection@amnesty.org.uk

Part A. Your information

Your title:	
Surname:	
Forename(s):	
Address:	
Telephone number:	
Email address:	

Any other names by which you have been known:	
Relationship to Amnesty International UK (e.g. supporter, donor, member):	

Part B. Your request

Please provide a description of your request and any further information which will help us to locate your personal data e.g. the type of document that the personal data was provided in (application form, email, letter etc), approximate dates of the information requested (e.g. between January 2015 and March 2016), who the information was provided to.

Part C. Proof of identity

The Data Protection Act requires that we are certain as to the identity of the person making a subject access request.

Please send a photocopy of one form of identification containing a photograph (e.g. passport, photo card driving licence) to the Data Protection Officer.

If you are unable to provide this documentation please contact us to discuss alternative arrangements.

Part D. Declaration

I am the Data Subject named in Part A of this document, and hereby request, under the provisions of Section 7(1) of the Data Protection Act 1998, that Amnesty International UK provides me with a copy of my personal data as described in Part A.

I have provided my proof of identity and have paid/enclose the £10 fee.

Signature:

Date: