BPAS Data Request Guide and Application Form

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Introduction to Data Applications

For your protection and security of the data, BPAS will need to confirm you are the person whom the data is about, requiring proof of your identity prior to processing the request.

If you are acting on behalf of someone else, BPAS will need proof of this as well as proof of your identity. We may need to contact the data subject to confirm that they have authorised you to act on their behalf.

Proof of identity - we accept any two of the following; one must be photographic identification for the purpose of progressing the request.

DO NOT post original documents, we will accept scanned & copied documentation.

- Birth certificate
- Current photocard driving licence (full or provisional)
- Identity card – civil service, armed forces, police
- Any official letter from HM Revenue & Customs
- Valid passport
- Recent utility bill (within the last two months)
- Recent bank or building society statement (within the last three months)

Please send completed application forms to:

The Data Protection Officer
BPAS Head Office
Orion House
2 Athena Drive
Tachbrook Park
Leamington Spa
CV34 6RQ
Or email your completed form and a copy of your ID to dataprotection@bpas.org.
There is no fee. We will respond within one month of receiving your request and proof of identity. We will send your information securely by email, unless you ask for a paper copy.

Data Request Guide

Data Subject Access Request

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 give you the right to ask BPAS for a copy of the personal information that we hold about you for the purposes of providing services to you.

You are also entitled to additional information including;

- The identity and contact details of the controller and data protection officer
- The purposes of the processing and the legal basis
- Your additional rights in respect of the data
- Your right to complain
- The categories of personal information
- Who your data has been and will be shared with
- Data source - where the data has not been collected directly from the data subject

If you are unhappy with how we have handled your request, please contact our Information Governance team, who support our Data Protection Officer, at dataprotection@bpas.org.

You can also raise a concern with the Information Commission (ICO), the UK's data protection regulator: www.ico.org.uk

Right to rectification application request

The UK GDPR and the Data Protection Act 2018 give you the right to have inaccurate and incomplete personal data held about you rectified, known as ‘data rectification’. You can provide a supplementary statement detailing what information requires rectification, for example, misspellings and incorrect or out of date personal data.

Right to data portability application request

The UK GDPR and the Data Protection Act 2018 give you the right to ask to use your personal data across different services. This is known as the ‘right to data portability’.

Please note that you are only able to request for your personal information to be transferred if the information:

- is processed for a contract
- is processed based on your consent
- is processed automatically
- was provided to BPAS by you

Right to object or restrict processing

You can ask us to stop or limit how we use your information. We may not be able to do this where we have a legal reason to keep using it, and we will tell you if so.

If you would like to object to BPAS processing personal data held about you, please complete the application to tell us about you and the data you object to being processed.

Please note BPAS may not be able to process your request if the request is subject to a legal obligation. In the event of this, we will contact you.

Right to erasure application request

The UK GDPR and the Data Protection Act 2018 give you the right to have your data erased, for example:

- data that is no longer necessary, and unrelated to the original purpose it was collected for
- is of no legitimate interest to continue processing the data
- the data is being used for direct marketing, without your consent, you can object to the processing of the data
- withdrawing consent where data was collected for lawful basis purposes and you no longer give consent

If you would like to request for the personal data that BPAS holds about you to be erased, please complete the questions below to tell us about you and the data you would like to be erased.

Please note, if you are a patient that has been assessed or treated by BPAS, we will be unable to comply with a request to erase your health record. As a healthcare provider BPAS are subject to certain legal obligations and are to retain health records for set periods of time. For more information regarding our retention periods please contact dataprotection@bpas.org.

Rights in relation to automated decision making and profiling

Under the UK GDPR and the Data Protection Act 2018 you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

Data Request Application Form

Type of Data Request

(Please put 'X' in the relevant box)

- ☐ Data Subject Access Request
- ☐ Right to rectification
- ☐ Right to data portability
- ☐ Right to object or restrict processing
- ☐ Right to erasure
- ☐ Rights in relation to automated decision making and profiling

Section 1: Details of the data subject

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ (Please put 'X' in the relevant box)			
First Name:		Middle initial:	
Surname:			
Current address:			
	Postcode:		
When did you live at this address?	From: MM / YY	to: MM / YY	
Email address:			
Telephone number(s):			
Date of birth (if known):	DD / MM / YY		
Approximate age if Date of Birth not known:			
Other names the data subject might be known as:			

Section 2: Previous address details

If current address is less than two years, provide previous address(es) for last two years

1. Previous address			
	Postcode:		
When did you live at this address?	From: MM / YY	to: MM / YY	

2. Previous address			
	Postcode:		
When did you live at this address?	From: MM / YY	to: MM / YY	

Section 3: About the data request

Whose records do you wish to see?	☐ My own ☐ Other (Please put 'X' in the relevant box)
If other, what is their relationship to you?	

Section 4: Details of the agent (if you are requesting on behalf of someone else)

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ (Please put 'X' in the relevant box)			
First Name:		Middle initial:	
Surname:			
Current address:			
	Postcode:		
When did you live at this address?	From: MM / YY	to: MM / YY	
Email address:			
Telephone number(s):			

Section 5: BPAS services holding data

Please tell us which service of BPAS you believe holds personal information about you that your request is in relation to.

Please specify:	

Please provide details here if you are referring to a specific document: *For example:* *Discharge letter dated 31.03.2018*	

Section 6: Information about the request

BPAS may hold data about you over a period of time. Please tell us the time period your request is in relation to,

From: MM / YY	to: MM / YY

Please provide us with any additional information that will assist with your request

Section 7: Data portability details

Please complete this section if you are submitting a request for data portability and want the data to be transferred to another organisation.

Organisation name:			
Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ (Please put 'X' in the relevant box)			
First Name:		Middle initial:	
Surname:			
Current address:			
	Postcode:		
Email address:			
Telephone number(s):			

Section 8: Declaration as a data subject

I confirm I am the data subject.

Signed: ..... Date: DD / MM / YY

Section 9: Requests on behalf of children

This section is to be completed if you are making a request on behalf of a child under 18.

Child's date of birth:

If you are the child's parent, please provide evidence that you have parental responsibility, such as the child's full birth certificate.

If your child is mature enough to understand their rights, we will usually ask for their written consent for you to act on their behalf. They can give this by completing Section11. If your child is not able to give consent, please explain why.

Section 10: Requests on behalf of others (legal orders)

If you are making a request on behalf of an individual who is 13 or older and is deemed not to have consent by virtue of a certified court order then we require:

- Evidence of any legal powers granted
- Confirmation of what legal powers have been granted
- If the person who has legal powers is not the person making this application: their consent for this request to be processed

Please confirm what legal powers have been granted: ☐ Deputyship
☐ Power of attorney
☐ Other

If you have selected 'other', then please inform us what legal powers you have.

Section 11: Consent to act on behalf of data subject

This is to be completed by the data subject if written consent is required to process the request for information.

I, ……..……. agree / do not agree (Please select one option), that ……..... can act on my behalf regards the information request detailed in this application and information held about me by BPAS.

Signed: ..... Date: DD / MM / YY

Section 12: Data subject's agent

This section to be completed by person(s) acting on behalf of the data subject

I confirm I am acting on behalf of ……. and have submitted proof of my authority to do so.

Signed: ..... Date: DD / MM / YY

Section 13: Additional Information

Please provide us with any additional details that may assist us in identifying any information relevant to your request. If you want a copy of a call or video recording, please give the date and approximate time of the call.