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| **Subject Access Request Form**  This form is for any person who wishes to obtain details of the personal data that BCS holds on them. There is no requirement to complete this form to make a valid request. However, it has been developed to capture the information we may reasonably require to process your request effectively. You do not have to complete all fields if you do not wish but it may be difficult to process your request, so we may contact you by telephone or email if we need additional information. There is no fee for this service. |  |

**A. YOUR DETAILS**

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| **Surname:** | **Forename(s):** |
| **Former surname(s) (where relevant):** | |
| **Postal address:** | |
| **Daytime telephone:** | **Email:** |
| **Date of birth (for identification purposes only):** | |
| **Please indicate your relationship with BCS:**  **BCS Member Candidate Other (please specify below):**  **Volunteer Subject Matter Expert** | |
| **If a BCS member, please provide your membership number** | |
| **If current/former candidate, please details of the qualifications you hold** | |

**B. DATA REQUESTED**

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| **Please describe the data which you wish to obtain as precisely as you can.** |

**C. SIGNATURE**

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| I certify that I am the person named on this form and that I wish to obtain a copy of the data which I have specified relating to myself in accordance with the Data Protection Act 2018.  **Signature: Date:** |

D. GUIDELINES

**Full Name**

Provide your first name, middle name and last name to assist with the search and eliminate persons with similar names. This must be the name that, when used as a search query, produces the results you would like to locate.

**Identification**

To prevent fraudulent removal requests from people impersonating others, trying to harm competitors, or improperly seeking to suppress legal information, we need to verify your identity. This can be done by emailing us this form from the email address that BCS holds for you or clearly shows your name in the email body.

**Search Parameters**

We will only search against the information you have provided, so for example, if you provide the name Andy Jones, we will only search for Andy Jones, not Andrew Jones. If you have only provided one email address, we will only search against the one provided. This may mean that data remains on our systems if this has not been specified.

**Data Protection Statement**

The data gathered in this form or provided to us either verbally or by another means will be used to process your request under the relevant Data Protection Laws. It will be held by the Customer Service Team and will be transferred to other parts of BCS for the purposes of processing your request for data or verifying your identity. The data will be held for six years from the date your file closes, either because you accept our response, the internal or external reviews conclude, or the legal case ends. For details on how your personal data is used by BCS, please see our [Data Privacy Policy](https://www.bcs.org/category/7426).