

# Chain Lane Community Hub General Data Protection Regulation Information Request Form

This form should be used to request access to your personal data held by Chain Lane Community Hub. Please complete all relevant sections of this form - including a copy of your proof of identity, sign the form and send it to us.

## About You

First name:

Surname:

Date of Birth:

Please send us a copy of photo evidence to provide proof of identity: This might be:

- Passport
- Driving Licence
- Immigration document
- or another **formal** document photo proof of identity

## Why We Might Hold Your Data

Please give us some indication of why we might be holding your data:

## Response Format

We will respond in writing. Please confirm your postal address including postcode:

## Formal Request

Signature of requester:

Date of request:

This form and a copy of your photo proof of identity should be either:

**e mailed** to [wendy@chainlane.org](mailto:wendy@chainlane.org)

**mailed** via recorded delivery to:

The Centre Manager  
Chain Lane Community Hub  
Chain Lane  
Knaresborough  
HG5 0AS

Please mark your envelope - "In Confidence"

or **handed** to a Chain Lane staff member on site at our office.

## Your Rights

For information about the General Data Protection Regulation please visit the Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk)

Chain Lane Community Hub  
Chain Lane  
Knaresborough  
North Yorkshire  
HG5 0AS

[www.chainlane.org](http://www.chainlane.org)