**Subject Access Request Form**

The form may be used by any individual who wishes to find out what information, if any, the IES holds or processes about them. The completion of this form is not mandatory for gaining access; however, it has been designed to help you provide us with the information we need to effectively handle your request.

**What is the right of access?**

The right of access, also known as subject access, allows you to obtain a copy of your personal data, and any other supplementary information, held by an organisation. This can help you understand how and why your data is being used and ensure it is being done lawfully. You are only entitled to access your own personal data (unless legally acting on behalf of somebody else). If you are a parent or guardian of a child under 16, we may need authorisation from your child before processing; we recommend you speak to our Data Protection Officer for clarification before submitting.

**What personal data would I receive?**

The IES, and its respective data processors, collect personal data for various operations, including membership, events, finance, surveys, employment and much more. It is possible that you may want access to all data that is held about you or some specific elements. We have provided space on this form for you to specify which data you want to receive and whether you would like more information about the data we hold. Note, some data might have been reviewed and destroyed in accordance with our [Retention & Archiving Policy](https://www.the-ies.org/sites/default/files/documents/retention_archiving_policy.pdf) and may no longer be available.

**How would the data be provided to me?**

Typically, data will be provided in a commonly used electronic format, such as a PDF or spreadsheet, unless you have requested otherwise. We have the capacity to provide personal data in a paper or hard copy format, if requested, and would be willing to investigate alternative options if these are deemed to be viable.

**How long will it take the IES to process my request?**

We will ensure that all subject access requests are handled without undue delay and **no later than one month** from receipt. If a request is deemed to be complex, we reserve the right to extend the time by up to two months, by which we would notify you as soon as possible.

**How much does it cost?**

In most cases, this information will be provided for free. However, if a request is deemed to be excessive, it may be necessary for us to charge a reasonable fee to cover our costs, which we would discuss with you as soon as possible.

**Does the IES require proof of identity?**

If we have any doubts about your identity, we may ask for you to provide evidence to confirm who you are. For current members, employees or committee members of the IES, it may be sufficient that the request is sent from an email address we have for you on our records. If you are not a recent member or employee of the IES, it may be appropriate to include two forms of identification with your request, such as a photo ID and utility bill from the last three months.

**Who do I submit the request to?**

Please submit all Subject Access Request to our Data Protection Officer, Chloe Fletcher, by email at [chloe@the-ies.org](mailto:chloe@the-ies.org) or by post to the following address:

Chloe Fletcher (Data Protection Officer)

Institution of Environmental Sciences

Floor 3, 140 London Wall

London

EC2Y 5DN

If you have any questions which you would like to discuss over the phone, please call Chloe on +44 (0)20 7601 1920.

**Your Details**

**Details of Information Required**

Please use this space to provide any details about the information you are requesting access to, for example, information that is held on our membership database. If you would like access to all data held by the IES, you can indicate that here. If you are unsure about which data you want to receive and would like further information about g data we hold, please state this here – the Data Protection Officer will get in touch you as soon as possible.

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| --- | --- | --- | --- |
| Your Name(s): |  | Your Surname: |  |
| Title: | Dr  Miss  Mr  Mrs  Ms  Mx  Prof  Other: | | |
| Your Telephone: |  | Your Email: |  |
| Your Date of Birth: | (DD/MM/YY) | Your Home Postcode: |  |

*Please ensure that you have read our* [*Privacy Statement*](https://www.the-ies.org/about_us/privacy-statement) *and the entirety of this form before submitting. If possible, please attach proof of identity as outlined on the first page of this form.*

**Declaration**

I confirm that the information provided within this form is accurate and true, and that I am the person identified above as the data subject or a representative lawfully acting on their behalf. I understand that the IES may require further information from me to deal with this request.

*(Please insert an electronic or handwritten copy of your signature and date it below)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date: | **D** | **D** | **M** | **M** | **Y** | **Y** |  |
| Signature |  | | | | | | | |