



## **Rugby Football Union – Subject Access Request Form**

The General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) provides you with the right to access your personal data held by the Rugby Football Union, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

We require that you submit this request form electronically via email to [legal@RFU.com](mailto:legal@RFU.com). We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

For more information on your rights and the way in which the RFU processes your data, see <http://www.englandrugby.com/about-the-rfu/privacy-policy/>.

For more information on your rights under the GDPR please see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

### **1. Requester Name (Data Subject) and Contact Information**

To comply with data protection legislation, before we provide personal information under a subject access request, we must be sure of the identity of the person making the request. In order that we can do this, please provide your information in the space provided below. If you are making this request on behalf of someone else, please provide the data subject's information below (and you should provide your name and contact information in Section 3).

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

<b>First and last name:</b>	
<b>Any other names that you have been known by:</b>	
<b>Home address:</b>	
<b>Telephone number:</b>	
<b>E-mail address:</b>	

### **2. Proof of Data Subject's Identity**

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address.

Please enclose a photocopy or scanned image of one of the following as proof of identity:

- Either a current Driving License; or
- A Birth Certificate or Passport, accompanied by a utility bill or bank statement showing your current address and dated within the last 3 months.

We may request additional information from you to help confirm your identity and your right to access,



and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

### **3. Requests Made on a Data Subject's Behalf**

Please complete this section of the form with your name and contact details if you are acting on behalf of someone else.

<b>First and last name:</b>	
<b>Home address:</b>	
<b>Telephone number:</b>	
<b>E-mail address:</b>	

If you are **NOT** the data subject, you will need to provide evidence of your identity as well as the data subject and proof of your right to act on their behalf.

We accept a photocopy or a scanned image of one of the following as proof of your identity: passport or photo identification such as a driver's license, or birth or adoption certificate. We may request additional information from you to help confirm your identity if necessary.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf: a written consent signed by the data subject, an original or certified copy of a Power of Attorney, or in the case of children, evidence of parental responsibility.

### **4. Information Requested**

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data. Please be as specific as you can.

**Please provide details of request:**

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search.

We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.

If the information you request reveals personal data about a third party, we may not be able to provide you with this information, or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.



Applicable law may allow or require us not to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. Examples of data we may not provide would be information relating to safeguarding or integrity investigations. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

Please note that the RFU is not subject to the Freedom of Information Act.

**5. Data Subject Declaration**

I, \_\_\_\_\_, confirm that the information provided on this form is correct and that I am the person whose name appears on this form.

I understand that: (1) the Rugby Football Union must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid until the Rugby Football Union receives all of the required information to process the request; and (3) I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, the Rugby Football Union may charge a reasonable fee based on administrative costs.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy (please tick):

Hard copy \_\_\_\_\_ Electronic copy \_\_\_\_\_

Signature..... Date.....

**Authorised Person Declaration (if applicable):**

I, \_\_\_\_\_, confirm that I am authorised to act on behalf of the data subject. I understand that Rugby Football Union must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

Signature..... Date.....