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| **Data Subject Access Request Form**  **How to access personal information held about you by Tate** |
| Under the General Data Protection Regulation and Data Protection Act 2018 you are entitled to know what information an organisation holds, shares or uses about you.  In order to deal with your request we can ask for proof of identity and enough information to enable us to locate the personal data that you request.  Please complete this form and return it to us with proof of your identity to:  Data Protection Officer  The Board of Trustees of the Tate Gallery  Tate  Millbank  London SW1P 4RG  We will acknowledge safe receipt and respond within one month. |
| **Part 1: Person that the request relates to (the data subject)**  Title: Mr / Mrs / Miss / Ms / Other  Surname:  Forenames:  Any other names that you are known by that may assist in the search:  Address:  Postcode:  Telephone:  E-mail:  Date of birth:  If you are an employee or former employee of Tate, please provide your staff number: |
| **Part 2: Proof of identity and fee**  To help us establish your identity your application must be accompanied by **two** pieces of identification that between them clearly show your name, date of birth and current address.  Please enclose a certified copy of two of the following as proof of identity:   * Passport, ID card or photocard driving licence, * Birth or adoption certificate * Bank statement or utility bill dated within the last three months.   This is to ensure that we are only sending information to the data subject and not to a third party. If none of these are available, please contact the Data Protection Officer for advice on other acceptable forms of identification. |
| **Part 3: Information requested**  To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want. If possible, restrict your request to a particular service, department, teams or individuals or incident. Please include time frames, dates, names or types of documents, any file reference and any other information that may enable us to locate your data, for example, for e-mails, the names of senders and recipients and approximate dates.  Please continue on a separate sheet of paper, if necessary. |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that the information provided on this form is correct and that I am the data subject whose name appears on this form. I understand that Tate must confirm proof of identity and that it may be necessary to contact me again for further information to locate the personal data I want.  I also understand that my request will not be valid until all of the information requested is received by Tate.  **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |