

Data Protection - Subject Request Form

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What is this form for?

In accordance with data protection legislation you ('the Data Subject') have various rights in relation to any personal data that Ofcom processes about you. You can use this form if you wish to:

- Seek confirmation from Ofcom as to whether or not we are processing your personal data and, if so, what that data consists of, where Ofcom obtained it, why we are processing the data, who we are sharing it with (if anyone), how long we intend to keep the data, and whether or not we are making automated decisions on the basis of that data;
- Request copies of any personal data that Ofcom holds about you;
- Request that Ofcom either rectify or complete any personal data which you consider is inaccurate or incomplete;
- Request that Ofcom erase any personal data that we hold about you;
- Object to Ofcom processing your data where we are doing so in order to carry out our functions;
- Request that Ofcom restrict the processing of your personal data in circumstances where you believe that the data is inaccurate, the processing is unlawful, Ofcom no longer needs the personal data but you need it in order to pursue a legal claim, or you have objected to the processing of the data and you wish Ofcom to restrict processing while it considers that objection;
- Request that your personal data be transmitted in electronic format to someone else.

You do not have to use this form in order to exercise your rights above, but can write to us separately. However, completing this form will help us to confirm your identity (which is one of the checks we need to do in order to make sure we do not disclose your personal data to the wrong person) and to assist us in locating your personal data in our files.

This form can also be used to confirm the identity and authority of someone who may be making a request on your behalf.

We will respond to you as soon as possible and, in any event, within 30 days of receiving your request. If you need any help completing this form, please contact Ofcom's Information Requests team (see end of form for details).

Section 1: Who is the person to whom the personal data relates (ie. the “Data Subject”)?

Full name:

Address:

Email:

Other relevant identifying information (e.g. amateur radio call sign):

Has the Data Subject ever been an employee of Ofcom?

- Yes (If so, please specify the time period here: _____)
- No
- Don't know

Section 2 – Details of the person requesting the information

Are you the person requesting the information?

- Yes
- No

If you answered “Yes”, please go to Section 3. Otherwise, please provide the following information.

Full name:

Address:

Telephone number:

Email:

If you are NOT the Data Subject, you must supply documentary evidence* to confirm the Data Subject's authority which supports this request e.g. the Data Subject's written authority, enduring power of attorney or the appointment of a Receiver by the Court of Protection.

* We must see **certified copies** - one on which a person able to sign (e.g. Justice of the Peace, solicitor, medical doctor) has certified that it is a true copy of the original document.

Section 3: The documents you need to send or produce for Ofcom in order to confirm the identity and address of the Data Subject

You must confirm the identity of the Data Subject by sending us a copy of one of the documents listed below. Please tick the appropriate box to indicate which document you have enclosed.

- Full valid driving licence issued by a member state of the EU/EEA
- Birth certificate or certificate of registry of birth or adoption certificate
- Full valid current passport
- ID card issued by a member state of the EU/EEA
- Travel documents issued by the Home Office
- Certificate of Naturalisation or Registration
- Home Office Standard Acknowledgement Letter

If the Data Subject's name is now different from that shown on the document you submit to confirm his/her identity, please can you also supply documentary evidence to confirm the Data Subject's change of name e.g. marriage certificate, decree absolute or nisi papers, change of name deed or statutory declaration.

You must also confirm the address of the Data Subject by sending us a copy of one of the documents listed below. Please tick the appropriate box to indicate which document you have enclosed.

- Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter
- Council tax demand in the Data Subject's name for the current financial year
- Bank, building society or credit card statement in the Data Subject's name for the last quarter

Please go to section 4

Section 4: Your request

What would you like Ofcom to do in relation to the personal data of the Data Subject? Please set out your request below:

Section 5: Why may Ofcom be holding the personal data of the Data Subject?

To help us to locate the relevant personal data and respond to your request, please tell us if you're aware how Ofcom may have collected, used, or be currently using your personal data. This may include one of the following purposes, or another reason (in which case, we'd be grateful if you could specify below):

- Complaints handling (for example, you have made a complaint under the Broadcasting Code)
- Crime prevention and prosecution of offenders
- Ensuring/developing fair and effective competition in UK communications
- Information and database administration
- Licensing and registration (for example, where you have applied for, or been granted a licence under the Wireless Telegraphy Act 2006 or the Broadcasting Acts 1990 or 1996).
- Research
- Staff administration
- HR and employment records
- Accounts and records (for example purchases, sales or other transactions)
- Advertising, marketing and promoting public relations

Are there any other reasons why Ofcom may hold the personal data of the Data Subject which are not listed above? If so, please specify below:

Are you aware of any other information which might assist Ofcom in searching for the personal data of the Data Subject? E.g. the case or reference number of a complaint, the name of the person/people in Ofcom with whom you have had dealings in the past, etc.

Please complete the formal declaration below

Formal declaration

In exercise of the right granted to me under the terms of the Data Protection Act 2018, I confirm this is all of the personal data to which I am requesting access. I also confirm that I am either the Data

Subject, or am acting on their behalf. I am aware that it is an offence to unlawfully obtain such personal data, e.g. by impersonating the Data Subject.

I certify that the information given in this form is true. I understand that the information is necessary for Ofcom to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to confirm my identity and/or locate the correct information.

Signed:

Print name:

Date:

Please make sure you have:

- Completed this form in full
- Signed the declaration above
- Enclosed the relevant form of identity and authority (see section 2)
- Enclosed the relevant form of identity and address (see section 3)

Send the completed form and enclosures to:

Information Requests
Ofcom
Riverside House
2a Southwark Bridge Road
London
SE1 9HA
Email: information.requests@ofcom.org.uk