



LOCOG SUBJECT ACCESS REQUEST FORM

DATA PROTECTION ACT 1998

Before completing this form, please read the notes at the end of this document.

SECTION 1 – PROOF OF IDENTIFICATION

1. Are you the Data Subject? (please tick appropriate box)

Yes Go to section 1(a) No Go to section 1(b)

1(a) Please provide **original** proof of your identity bearing your name i.e. **passport, driving licence, birth certificate (or certificated copy)** or at least 2 official letters **such as from a utility company.**

Please state below what proof of identity you have enclosed:

Birth Certificate Passport Driving Licence 2 Official letters
Other

Details:

1(b) Are you acting on behalf of the Data Subject with the written or legal authority?

Yes No

If yes, please state your relationship with the Data Subject – e.g. parent, legal guardian or solicitor etc.

Further Proof of Authority, if the answer to 1(b) is 'Yes'

Please enclose proof that you are legally authorised to obtain this information. The proof could be a letter of authority, letters or official forms addressed to you on behalf of the Data Subject. Photocopies cannot be accepted. Once entitlement has been established we will take a copy of the documents you have supplied to us and will return the originals to you.

Please state below what proof of authority you have enclosed

Letter of authority Correspondence
Official forms Other (please state)



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SECTION 2 – DATA SUBJECT’S DETAILS

Surname:

Forename(s):

Date of Birth:

Current Address:

House/Flat number & Street:

Town/City:

County:

Post Code:

Telephone:

Email Address:

IF YOU ARE THE DATA SUBJECT PLEASE CONTINUE TO SECTION 3

2 (b) – Details of the person requesting the information (if not the data subject)

Surname:

Forename(s):

Name of Solicitor(s) (if applicable):

Current Address:

House/Flat number & Street:

Town/City:

County:

Post Code:

Telephone:

Email Address:

Would you like the information to be sent to you or the Data Subject?

Me:

Data Subject:



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SECTION 3 – LOCATING YOUR RECORDS

In order for us to quickly and efficiently locate the information you are requesting, please complete the sections below as fully as you can. You are encouraged to specify the type of information you are seeking in the box 'Description of Information'. LOCOG is a large organisation with many functional areas dealing with various issues. The information provided below will be used to locate the information you have requested.

To which functional area(s) does your request relate? (E.g. Ticketing, Torch, Accreditation, HR, Venues etc)

Approximate dates when the information was created, recorded or stored by LOCOG

From:

To:

Description of Information:

Please describe the information you are requesting and include dates, any individuals involved and the content of the data that is being requested

CHECKLIST

Please ensure that you have completed the form and tick the boxes below:

- Have you completed all appropriate sections?
- Have you signed and dated the form?
- Have you enclosed the appropriate proof of identity/authority?
- Have you enclosed the fee of £10.00? Cheque Postal Order
- Have you signed the Declaration below?
- Is your envelope addressed to "The LOCOG Data Protection Officer (Upper Bank Street)"?



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SECTION 4 – DECLARATION

Please read the following declaration carefully and then sign and date it. Please note that any attempt to mislead may result in prosecution.

I certify that the information provided on this application to LOCOG is true. I understand that it is necessary for LOCOG to confirm my identity and it may be necessary for all or part of this information to be used in the search relating to my Subject Access Request.

I understand that LOCOG reserves the right to request more details from me in order to be able to locate the correct information.

Full name.....Signature.....

Date.....

NOTES:

Data Subject: The person that the information is about

Proof of Identification: The reason we ask for proof of identification is to maintain the security of the information we hold about you. This will help to ensure that we do not release your personal information to anyone else. Any documents you send us will be returned to you.

LOCOG: The London Organising Committee of the Olympic Games and Paralympic Games Ltd

LOCOG will not release personal information without proper authority and reserves the right to request further proof of authority or identity if necessary.

PLEASE SEND YOUR REQUEST TO THE LOCOG POSTAL ADDRESS AT THE TOP OF THIS FORM MARKED FOR THE ATTENTION OF "THE LOCOG DATA PROTECTION OFFICER (UPPER BANK STREET)"

FOR INTERNAL OFFICE USE ONLY:

This form and all accompanying identification documents, payments and supporting information must be sent immediately to LOCOG's Data Protection Officer at 10 Upper Bank Street. If assistance is needed, please email dataprotectionenquiries@london2012.com

Date request received:

Date response is due: