

Subject Access Request Form

Under Article 15 of the General Data Protection Regulation, you have a right to access personal information that the Human Fertilisation and Embryology Authority (HFEA) holds about you. However, as an authorities dealing with a wide range of information, we could hold personal information in a number of different areas. Completing this form will help us to locate the information you are seeking and deal with your request as quickly as possible.

Please note if you are making a request on behalf of someone else, please contact dataprotection@hfea.gov.uk. You will need to provide acceptable evidence to prove you have written authority to act on their behalf.

1. Your details

First name(s)

Surname

Alternative names

Date of birth

Email address

Telephone number

Current address

Previous address(es) relevant to period

2. Description of the information you require

In order for us to be able to locate the information you are seeking, please provide some details, if known, as to where you feel information is held about you. If you would like to provide any further information that you feel would be helpful in locating your personal information, please provide this in the box named Additional Information.

Subject details:

Name of officers(s):
(if known)

Dates of contact:
(approximately)

3. Proof of identity

In line with Article 12(6) of the GDPR, we require you to provide us with one* of the documents from the list below to verify your identity. Please provide scanned copies and do not send originals.

Passport/travel document

Photo driving licence

Utility bills in your name within the last 6 months* (required for SAR response via post as proof of address)

4. Declaration

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the personal information referred to above under the terms of the General Data Protection Regulation/ Data Protection Act 2018.

Your full name

Your signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5. Additional information

It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is optional so you don't have to provide any reason and it will have no bearing on the processing of your subject access request):

Submitting this form

Please return the completed form to:

dataprotection@hfea.gov.uk

We will respond to your application within 28 working days of receiving this signed form and your proof of identity and address documents.

Document name	Standard Operating Procedure & Handbook: Subject Access Request
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Author	Information Governance and Records Manager
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Next review date	June 2023
