



How to make a Subject Access Request

If you wish to find out what personal information (including CCTV images) the Horniman Museum and Gardens holds about you, you can make a subject access request. You will need to put your request in writing, using one of the following options:

- use the form attached here and send it to:

Data Compliance Officer
Horniman Museum and Gardens
100 London Road
London SE23 3PQ

- put your request in a letter to the Data Compliance Officer at the address above
- email your request to enquiry@horniman.ac.uk

Please provide as much detail as possible to help us reply to your request. You will also need to provide proof of your identity, including supplying your full name and address, before we can begin to search for or release any personal information to you.

Once full details of your request have been received and your identity has been confirmed, the Horniman will provide a response within one month. If you have any questions, please contact the Data Compliance Officer.



Subject Access Request Form

1. Details of person requesting information

Name

Address

Tel

Email

2. Are you the data subject? (please circle) Yes No

If **Yes**: Proof of identity will be required before any information can be released to you. This should include something bearing your signature, e.g. your driving licence or passport. If you are requesting CCTV images, please supply a recent photo. Original documents are preferred (and will be returned by recorded delivery) but copies will be accepted. (Please go to question 4.)

If **No**: You will need to provide written authority from the data subject on whose behalf you are making the request. (Please answer question 3.)

3. Details of data subject if different from above

Name

Address

Tel

Email

Relationship of requestor to data subject:

4. Describe the information you require Please provide as much relevant detail as possible. If you are requesting CCTV images, please specify the date of your visit to the Horniman Museum and Gardens.

5. Declaration

I, (*your name*), certify that the information provided on this form is true and accurate. I understand that the Horniman Museum and Gardens will need to confirm my/the data subject's identity, and more detailed information may be required in order to locate the required personal data.

Signature:

Date:

Please return this form to:
Data Compliance Officer
Horniman Museum and Gardens
100 London Road
SE23 3PQ

Make sure you have enclosed:

- proof of your identity
- proof of the data subject's identity (if different from requestor)
- written authorisation to act on the data subject's behalf (if applicable)
- stamped addressed envelope to return original proof of identity/written authority documents

The Horniman Museum and Gardens will process your data collected from this form in accordance with the Data Protection Act. This information will only be used to handle your request and will not be kept any longer than necessary.