

DATA SUBJECT ACCESS REQUEST (DSAR) FORM

Under the General Data Protection Regulation (GDPR) you are entitled to a copy of information constituting your personal data which is held by Toulouse Women's International Group (TWIG).

TWIG will normally only accept requests by the data subject or someone authorised to act on their behalf; unless there is a legitimate reason why the data subject is unable to make this request independently.

Details of person requesting the information

Name:

Address:

Telephone Number:

DOB:

Required information:

Continue on an additional sheet is required

Proof of identity

This application must be accompanied by a photocopy of a document that includes your full name, address and DOB e.g. driving licence or passport.

Authority

If you are acting on behalf of the person to whom the data relates, please state your relationship with the above-mentioned individual and include your contact details if they are different from the above.

Please return this form via email to secretary@toulousewig.org. In most cases we will respond without delay and the at the latest within one month of receipt of the request. We may have to extend the time allowed by a further two months where requests are complex or numerous but will inform you if this is the case. We will also contact you if we require additional information to verify your identity.