

## SUBJECT ACCESS REQUEST FORM

### REQUEST TO RECEIVE THE PERSONAL INFORMATION WE HOLD ABOUT YOU

USING THIS FORM IS NOT COMPULSORY BUT CAN HELP US LOCATE YOUR DATA MORE QUICKLY

Here at One Dance UK, we take your personal information seriously. Can you please provide:

Your name:

Email address:

Postal address:

Any other way that we can identify you such as your membership number:

Can you please provide details of your relationship with us that affects this request e.g.:

Member : Donor: Employee: Supplier: In receipt of our newsletters and marketing: Purchaser of tickets, books: Attendee at One of Our Events: Any other:

Can you please provide specific details of your request e.g.: membership transaction, emails from [date] to [date], reference we have given, etc.

Are you making the request for you or on behalf of someone else? If it is for someone else we will need evidence of your legal relationship and are likely to ask for that person's consent before actioning your data request.

We are required by law to provide your data in one-month. We may ask for identification and/or seek further clarification of what you want. We will contact you if this happens and will begin the one-month period when you have responded.

You can see our Privacy Policy on our website, which explains your rights [www.onedanceuk.org](http://www.onedanceuk.org)

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Please return this form to [info@onedanceuk.org](mailto:info@onedanceuk.org) or post to One Dance UK, Dance Hub,  
Birmingham B5 4TP

Very best wishes,

**One Dance UK**

Please enter date form is sent: