



Subject Access Request – Guidance Notes

The following information is provided as guidance only. It is not exhaustive and is provided to assist individuals who wish to make a subject access request application to the RSPCA. It sets out how to make an application and gives an indication of the type of information you may likely receive. Importantly, it sets out the type of information you will not receive.

1. Under the UK General Data Protection Regulation (“UK GDPR”) and subject to the Data Protection Act 2018 (“DPA”) individuals have a right of access to the personal data, held by the RSPCA, that relates to them. The UK GDPR gives you the right to find out what information is held about you and why it is held.
2. Individuals have the right to know whether or not the RSPCA holds personal data about them and if so, what that data is. It does not give a right of access to information that is not personal data or a right of access to the personal data of someone else.
3. In order to help the RSPCA retrieve the personal data you have requested, we ask you to complete the RSPCA Subject Access Request form, detailing the information you seek, and return it to the address below. It is not required that this form be completed, however, it would assist us greatly in locating the information.
4. In some circumstances, some personal data may not be supplied. The DPA allows a number of exemptions to be applied to the personal data, where held. For example, where any disclosure would be likely to be prejudicial to a criminal investigation or information is subject to legal professional privilege.
5. Any requests for personal data that is held by Freedom Food Limited should be submitted directly to this organisation, through their own application process.
6. This application does not cover RSPCA branches as they are separate affiliated charities. Requests for personal data, held by a branch, must be directed to the branch concerned.
7. The RSPCA must be satisfied as to the identity of the person making the request. Photocopies of identification documents should be provided from the following lists (one from each).
8. **List A – valid proof of name & signature:**
 - Driving licence (photocard)
 - Passport
 - Government ID card
9. **List B – current proof of address:**
 - Council tax payment book (current tax year)
 - Utility bill
 - Driving licence (if not already provided as proof of name)
 - Bank/Building Society statement or credit card statement (within the last 3 months).
 - House/Car Insurance document
 - Solicitor’s Letter
 - Mortgage statement
10. You will receive a response as soon as possible and within the statutory deadline of one calendar month.
11. **Please send any questions and/or your request form and proof of identity to data.protection@rspca.org.uk or marked PRIVATE & CONFIDENTIAL, to: Data Protection Team, RSPCA, Wilberforce Way, Southwater, Horsham, West Sussex, RH13 9RS.**