



Sheffield &
Rotherham

Sheffield & Rotherham Wildlife Trust

37 Stafford Road
Sheffield, S2 2SF
0114 263 4335
mail@wildsheffield.com
wildsheffield.com
@WildSheffield

For nature, for everyone

Personal Data Enquiry Form

(Data Subject Access Request)

You are entitled to access the personal data and information we hold about you under the General Data Protection Regulations 2018. This includes, for example:

- your personnel file (for employees)
- your volunteer record
- emails between certain dates (eg. between 01/01/16 and 1/9/17)
- membership account details
- bank account details

If you would like to find out about the personal data that Sheffield & Rotherham Wildlife Trust holds about you, please complete this form and return by post to the address above or email: hr@wildsheffield.com

Please tell us about the information you are looking for in the space below.

Please try to be as specific as possible, otherwise we may need to come back to you for more information which could cause a delay:





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Please tell us your full name (PRINT):

Your address and contact details

Please sign and return this form:

Date:

It may be helpful for you to know that a Personal Data Enquiry Form is formally called a Data Subject Access Request under the GDPR regulations and should be responded to within 28 days.

If you need further advice please contact us or contact the Information Commissioner's Office on 0303 123 1113 or at ico.org.uk

