

BOROUGH MARKET (SOUTHWARK) TRUST
DATA SUBJECT REQUEST FORM

Your rights

Under the General Data Protection Regulation (GDPR) you, the data subject, have the right to:

1. Receive a copy of the information we hold about you;
2. Request incorrect or incomplete information that we hold about you to be erased, amended or rectified;
3. Request to have your personal data permanently erased from our systems and paper records;
4. Request the temporary restriction of the processing of your personal information by us;
5. Receive your own personal data which you provided to us in a structured, commonly used and machine-readable format or to have the same transmitted to another provider;
6. Object to our processing of your personal information, if we process your data on the basis of our legitimate interests;
7. Not to be subject to automated decision-making, including profiling;
8. Receive a copy of CCTV images of yourself captured on our CCTV security cameras.

In certain circumstances we may have legal grounds to refuse to comply with your request. In such cases we will inform you within one month and explain why we are allowed to decline your request.

How to exercise your rights

If you wish to exercise any of the above rights please complete this form and return it to this address: Data Protection Manager, Borough Market (Southwark) Trust, 8 Southwark Street, London SE1 1TL or email: info@boroughmarket.org.uk. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

Proof of identity and address

Before we process your request we will need to verify your identity and current residential address for your protection. We may require a copy of two documents such as your passport, photo driving licence, birth certificate (proof of identity) and a copy of a recent (no longer than 3 months old) bank statement, utility bill or council tax bill (proof of address). If you have changed your name, please supply relevant documents evidencing the change.

You may authorise someone to act on your behalf. If an attorney, legal representative, parent or guardian acts on your behalf, please include proof of their identity and proof of legal authority.

Administration fee

We will not charge you for fulfilling your data subject request. However, we may charge you a reasonable fee if your request is manifestly unfounded or excessive, or when you make a request for multiple copies of the same information.

Timescales

We will deal with your request without undue delay and in any event no longer than one month. We may extend this period up to three months if your request(s) are complex or numerous, but in such cases we will inform you promptly and explain why the extension is necessary.

SECTION 1 – Data Subject’s personal details

Full Name	
Address	
Telephone	
Email address	

Additional information (if applicable)

Previous addresses	
Previous names	
Your relationship to Borough Market	<input type="checkbox"/> Trader <input type="checkbox"/> Tenant <input type="checkbox"/> Market visitor <input type="checkbox"/> Employee <input type="checkbox"/> Trustee <input type="checkbox"/> Other (please specify)

SECTION 2 - Person acting on behalf of Data Subject

(This section should only be completed if you are making a request on behalf of the Data Subject)

Full Name	
Organisation’s name	
Address	
Telephone	
Email address	

Additional information

Relationship to the Data Subject	<input type="checkbox"/> Parent <input type="checkbox"/> Carer <input type="checkbox"/> Guardian <input type="checkbox"/> Legal representative <input type="checkbox"/> Attorney Other (specify)
Legal authority to act on behalf of data subject	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parental responsibility if data subject is under 13	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3 – Proof of identity / Proof of authority

Data Subject

I am enclosing the following copies as proof of my identity and my current residential address:

Passport Photo Driving Licence Birth Certificate

Debit / Credit card bank statement Utilities or Council Tax bill (within the last three months)

Legal Representative (if applicable)

I am enclosing the following copies as a proof of legal authorisation to act on behalf of the Data Subject:

Letter of authority signed by the Data subject Power of Attorney (or certified copy)

Evidence of parenthood

Other (please specify)

SECTION 4 – Data Subject Right Request Details

To help us deal with your request quickly and efficiently please provide as much detail as possible about the right you wish to exercise. Please refer to data subject rights (1 – 8) listed on page 1 to help you describe your request correctly.

If possible, restrict your request to one particular right. If you only want to know what information we hold in specific records, please indicate the particular service, department, team or individuals involved.

Please include time frames, dates, names or types of documents, names of senders and recipients, approximate dates, any file reference or any other relevant information that may enable us to locate the personal information you refer to.

If your request CCTV images of yourself, please provide your most recent photograph, description of clothes worn, dates and hours of your visit to the Market, locations and stands visited.

If you are or have been a current or former trader, tenant or employee of Borough Market and your request concerns personal information in relation to your trading relationship, tenancy or employment with us please provide details of your trade account, lease agreement or dates of your employment.

Data Subject Right (1 – 8):
Details of your request:
Any further information which may support your request (if any):

SECTION 5 – Information Delivery

Please specify how you would like us to communicate with you how we should deliver any information which we are able to release to you.

I would like to receive communications and information from Borough Market (please tick one):

in electronic format (some files may be too large to transmit by email and we may have to supply in CD format)

by recorded delivery to my home address

collect the information in person

SECTION 6 – Declaration

I,, confirm that the information provided on this Request Form to Borough Market (Southwark) Trust is true and that I am authorised to make this request on behalf of the Data Subject named in Section 1 of this form. I understand that the Borough Market (Southwark) Trust must confirm proof of identity and authority and that it may be necessary to contact me again for further information to comply with this Data Subject Request.

Signature Date

Please return the completed form to:

Data Protection Manager
Borough Market (Southwark) Trust
8 Southwark Street
London SE1 1TL

Email: info@boroughmarket.org.uk