

East End Community Foundation ('EECF')  
Data Subject Access Request

We collect, hold, and process certain personal data relating to any of EECF's past, current or prospective beneficiaries, members, volunteers, donors, supporters, and contacts ("data subjects").

As a data subject you have rights under the GDPR to establish whether EECF processes information relating to you, and to access and obtain a copy of that data and certain additional information in relation to the processing.

As a data subject you have the right to:

- obtain confirmation as to whether your Personal Data is being processed
- have access to the Personal Data and information we hold
- know the purposes of Processing your data (e.g. processing a donation)
- know the categories of data being Processed (e.g. name, address etc.)
- know who the data may be shared with
- know how long your data will be stored (or the criteria used to determine that period)
- know of any external recipients of your data
- request erasure, rectification, restriction of Processing and object to Processing
- complain to the Information Commissioner's Office (ICO) should you be dissatisfied with the handling of your request
- details of the source of the data if it was not collected from you

**Methods of request**

You can download and complete the form below and return it us by email or post using the contact details provided below.

**Fees**

We do not charge a fee for a data subject access requests in normal circumstances, however if a request is deemed as excessive, we may apply a charge to cover our admin costs, of which you will be advised and invoiced accordingly.

**Responding to a data subject access request**

We will respond to all data subject access requests within one month of receipt. We will contact you using the contact details submitted, to verify your identity and ensure we safeguard your privacy; if we require more information from you, and/or if we require more time to process your request.

**Contact details**

If you are making a data subject access request please send by post to the Head of Finance & Operations, East End Community Foundation, Jack Dash House, 2 Lawn House Close, London, E14 9YQ or email to [admin@eastendcf.org](mailto:admin@eastendcf.org)

If you are making a data subject access request on someone else's behalf, please contact Head of Finance & Operations at [admin@eastendcf.org](mailto:admin@eastendcf.org) before making your request.

East End Community Foundation ('EECF')  
Data Subject Access Request Form

Please complete the form below and return to us by post to Head of Finance & Operations, East End Community Foundation, Jack Dash House, 2 Lawn House Close, London, E14 9YQ or email to [admin@eastendcf.org](mailto:admin@eastendcf.org)

**Your Details**

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	

**Information Being Requested**

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

By completing this form, you are making a data subject access request for personal data collected, processed, and held about you by us that you are entitled to receive.

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**Declaration**

By signing this form below, you confirm that you are the data subject named in this Data Subject Access Request Form.

**Signature**

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**Date**

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