



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

EECF collects, holds, and processes certain personal data relating to our past, current or prospective beneficiaries, members, volunteers, donors, supporters, and contacts ("data subjects").

As a data subject you have the following rights under GDPR. 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

In most cases we do not charge a fee to comply with a subject access request.

However, you we may charge a "reasonable fee" for the administrative costs of complying with the request if:

- it is manifestly unfounded or excessive; or
- an individual requests further copies of their data following a request.

This will be determined in line with ICO guidance, at the time of request.

Responding to a data subject access request

We will respond to all data subject access requests within one month of receipt. We can extend the time to respond by a further two months if the request is complex or we have received a number of requests from the individual. We will let an individual know within one month if this is the case.

We will only contact individuals using the details submitted for matters relating to their enquiry. We will let an individual know as soon as possible if we need more information from them to process the request or confirm their identity, before responding to their request. The period for responding to the request begins when you receive the additional information.

The GDPR does not prevent an individual making a subject access request via a third party but it is the third party's responsibility to provide evidence of the entitlement. This might be a written authority to make the request or it might be a more general power of attorney.

Contact details

If you are making a data subject access request for yourself please send the request by post to: East End Community Foundation, Jack Dash House, 2 Lawn House Close, London, E14 9YQ

Or, by email to admin@eastendcf.org

If you are making a data subject access request on someone else's behalf, please contact admin@eastendcf.org / 020 7345 4444 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 East End Community Foundation, Jack Dash House, 2 Lawn House Close, London, E14 9YQ or email to 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.

Declaration

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

Signature

Date

Please note that any information provided will only be used in respect to this request.