

## Subject Access Request Form

This form is to be used to request personal information about an individual held by the Institution of Structural Engineers.

To enable us to respond to the request promptly please complete all the relevant sections in as much detail as possible.

Please note that it may be necessary for us to request further information from you in order to either confirm your identity (or that of the Data Subject) and/or locate relevant personal information. Should this be necessary we will not be able to start processing your request until the additional information is received.

1. Your details	
Name	
Address	
Post Code	
Telephone number	
Email address	
Institution Membership Number (If any)	

2. Are you the Data Subject (the individual whose personal data is being requested)?	
Yes	<b>Please go to Section 5 of this form</b>
No	Are you acting on behalf of the Data Subject with their explicit consent, or with appropriate legal authority? If so, this must be evidenced in writing and enclosed with this form. <b>Please complete sections 3 and 4 of this form.</b>

3. Details of the Data Subject (If different from those provided in section1)	
Name	
Address	
Post Code	
Telephone number	
Email address	
Institution Membership Number (If any)	

**4. Legal status in relation to the Data Subject** (If you are not the data subject please briefly describe your relationship to them (eg legal adviser, spouse, attorney) and explain why you are making this subject access request on their behalf.)

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**5. Personal information required** (Please describe as precisely as possible the personal data you are requesting and provide any additional details which may help us locate it. Please continue on a separate sheet if necessary)

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**6. Declaration**

I certify that the information given on this form is true and accurate. I acknowledge that it will be used solely for the purpose of processing my request and providing me with a response. I understand that it may be necessary for me to provide additional information to confirm my identity (or that of the Data Subject) and/or to locate relevant personal information. I understand that the statutory response period of one month specified in the General Data Protection Regulation (GDPR) will not commence until the Institution is satisfied in this regard.

<b>Signature</b>	
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<b>Full name (Please print)</b>	
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<b>Date</b>	
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**7. Submitting your request**

**Please send the completed copy of this form and any supporting documents to:**

**Dr S M Doran  
Company Secretary and Director of Regulations  
Institution of Structural Engineers  
47-58 Bastwick Street  
London EC1V 3PS  
United Kingdom**