*Mae fersiwn Gymraeg o'r ffurflen hon ar gael*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 1 - Details of the person to whom the information relates (the Data Subject)** | | | | |
| **Title** | Mr  Mrs  Miss  Ms  Other (please state): | | | |
| **Surname** |  | | **Forename(s)** |  |
| **Previous Surname** |  | | | |
| **Date of Birth** (dd/mm/yyyy) | ……../……./………. | | **Gender** | Male  Female |
| **Current Address** |  | | | |
| **Current Postcode** |  | | **Daytime Tel.** |  |
| **Previous Address**  (if applicable) |  | | **Previous Postcode** |  |
| **Relationship(s) with NBGW**  (please tick all that apply) | Employee  Volunteer  Garden visitor  Course attendee  Wedding/corporate event  Supplier/Contractor  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **I enclose a copy of one of the following as proof of the identity of the data subject:**  Birth Certificate  Driving Licence  Passport | | | | |
| **Part 2 – Is the information you are requesting about you?** | | | | |
| No, I am applying about someone else (go to Part 3)  Yes, the information is about me (go to Part 4) | | | | |
| **Part 3 - Details of the person acting on behalf of the Data Subject (Agent)** | | | | |
| **Title** | Mr  Mrs  Miss  Ms  Other (please state): | | | |
| **Surname** |  | | **Forename(s)** |  |
| **Address** |  | | | |
| **Postcode** |  | | **Daytime Tel.** |  |
| **Is the data subject under 16 years of age?**  Yes  (go to 3a) No  (go to 3b) | | | | |
| **3a) If the data subject is under 16,**  **do you have parental responsibility for him/her?**  Yes  (go to 3c) No  (go to 3d) | | **3b) If the data subject is 16 or over, do you have legal authority to request the data subject’s information?**  Yes  (go to 3d) No  (this request cannot be processed) | | |
| **3c) I enclose a copy of evidence of parental authority:** (go to 3e) | | | | |
| **3d) I enclose a copy of the following as evidence that I am legally authorised to act on the data subject’s behalf:**  Letter of Authority  Lasting Power of Attorney  Other (please give details)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **3e) As the person authorised to act on behalf of the data subject, I enclose a copy of one of the following as proof of my identity:**  Birth Certificate  Driving Licence  Passport  Please contact the Data Protection Officer at the National Botanic Garden if none of these documents are available. | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 4 – Further details** | | | |
| If the information you want is restricted to a particular department or function of the Garden, or it relates to a particular incident or time period, please give as much detail as possible below. If necessary, please continue on another page. | | | |
|  | | | |
| **Information is to be:** | Sent to Data Subject  Sent to me (the agent)  Collected | | |
| **Information to be provided in:** | Welsh  English | | |
| **Please gives details of any special requirements (e.g large print)?** | | | |
| **Part 5 - Privacy Notice** | | | |
| We need the information you have provided on this form to process your request for the personal data we hold. It will be used to locate any relevant information on our files and to send the information to the person indicated in Part 4, and will be kept for a minimum of two years in case of further enquiries from you. For further information please see [botanicgarden.wales/privacy](http://botanicgarden.wales/privacy). | | | |
| **Part 6 - Declaration** | | | |
| I certify that the information provided on this form is true. I understand that the National Botanic Garden of Wales may need to carry out further checks to confirm identity and/or authority and that it may be necessary to obtain further information to comply with this subject access request. In this case, I understand that the time to respond will start when the additional requested information is received by the National Botanic Garden of Wales. | | | |
| **Name** |  | | |
| **Signature** |  | **Date** |  |

**Please e-mail the completed form to** [**dataprotection@gardenofwales.org.uk**](mailto:dataprotection@gardenofwales.org.uk) **or send it to:**

**Data Protection Officer,**

**National Botanic Garden of Wales,**

**Middleton Hall,**

**Llanarthne,**

**Carmarthenshire,**

**SA32 8HN.**