

Right of Access Request Form

Under Article 15 of the General Data Protection Regulation, you have a right to access personal information that the Kingston Muslim Association (KMA) holds about you. Completing this form will help us to locate the information you are seeking and deal with your request as quickly as possible.

Part 1 – About Yourself

SURNAME:

FIRST NAME(S):

ALTERNATIVE NAMES:

CURRENT ADDRESS:
(including postcode)

PHONE NUMBER:

EMAIL ADDRESS:

DATE OF BIRTH:



Part 2 - Locating Your Personal Information

In order for us to be able to locate the information you are seeking, please provide some details, if known, as to where you feel information is held about you. If you would like to provide any further information that you feel would be helpful in locating your personal information, please provide this in the box named Additional Information.

SUBJECT DETAILS:

**ADDITIONAL
INFORMATION:**

(e.g. reference numbers,
membership number if
known)

You may continue on plain sheets if necessary



Part 3 – Confirming Your Identity

In line with Article 12(6) of the GDPR, we will require additional information to enable identification.

Please provide proof of postal address and identification. For identity purposes please send a copy of **one** of the following documents listed below. Hard copies of documents will be returned once the search is completed.

- Photocopy of passport
- Photocopy of Driver’s License

Proof of postal address can include:

- Original of electricity bill
- Original of gas bill
- Original council tax bill
- Original of any other bill in your full name
- Bills should not be more than six months old

Part 4 - Declaration

Please read the following declaration carefully and sign and date it.

I, certify that the information provided on this application to the Kingston Muslim Association (KMA) is true. I understand that it is necessary for the KMA to confirm the data subject’s identity and that it may be necessary for the KMA to request more details from me in order to be able to locate the correct information.

Signature: Date:

Please return the completed form to:

Kingston Muslim Association, 55 East Rd, Kingston upon Thames KT2 6EJ

Email: info@kingstonmosque.org