AHS | THE STORY OF TIME

Subject Access Request Form

1. Details of person requesting information

Name	
Address	
Tel.	
Email	

2. Are you the data subject?

Yes
No   *(please select one)*

If **Yes**: Proof of identity will be required before any information can be released to you. This should include something bearing your signature, *e.g.* your driving licence or passport. Original documents are preferred (and will be returned promptly) but certified copies will be accepted. (Please go to question **4**.)

If **No**: You will need to provide written authority from the data subject on whose behalf you are making the request. (Please answer question **3**.)

3. Details of data subject if different from above

Name	
Address	
Tel.	
Email	
Relationship of requestor to data subject	

4. Describe the information you require. Please provide as much relevant detail as possible.

5. Declaration

I, …………………………………………………………………………………..(*your name*), certify that the information provided on this form is true and accurate. I understand that the Antiquarian Horological Society will need to confirm my/the data subject's identity, and more detailed information may be required in order to locate the required personal data.

Signature:

Date:

Please return this form to the Secretary

- by post to:

  The Secretary
  The Antiquarian Horological Society
  4 Lovat Lane
  London
  EC3R 8DT

- by email to: secretary@ahsoc.org

Make sure you have enclosed:
- proof of your identity
- proof of the data subject's identity (if different from requestor)
- written authorisation to act on the data subject's behalf (if applicable)
- stamped addressed envelope to return original proof of identity/written authority documents

The Antiquarian Horological Society will process your data collected from this form in accordance with data protection legislation. This information will only be used to handle your request and will not be kept any longer than necessary.

This PDF form may be completed electronically using Adobe Reader DC or above. Enter your responses and Save the PDF before emailing as shown above.