

**Subject Access Request Form****1. Your details**

Full name:	
Date of birth:	
Postal or email address:  <i>(we will use this address to communicate with you)</i>	

**2. The data subject****Are you the data subject?**

**Yes** – if the information is about you, please provide us with proof of your identity and complete **No. 4** below.

**No** – if the information is not about you, please complete **No. 3** and **No. 4** below. Please note that, in addition to proof of identity of the data subject, we also require proof that you are acting with the authority of the data subject when making this request.

I have supplied proof of identity *(please tick)*

*Where possible, you should provide a copy of an official photographic ID, such as a passport or driver's license. Please contact us if you have difficulty providing identification.*

*Please DO NOT send original documents.*

*If you are requesting CCTV footage you will need to supply us with an up-to-date photograph.*

**3. Details of the data subject (if different to no. 1)**

Full name:	
Date of birth:	
Postal address:	
Please describe your relationship with the data subject, as relevant to your making this request:	

**4. Information requested** *(continue on a separate sheet if necessary)*

*Please provide any information that you think may enable us to identify the records you are requesting; for example, a date range or details of the activity about which the records relate.*

*If you are requesting CCTV footage, please include:*

- *the date of your visit to the Gallery;*
- *the approximate start time and end time of your visit;*
- *the areas of the Gallery you visited;*
- *information which might assist us to identify you, for example details about the clothing you wore.*

**5. Declaration**

I ..... (name) confirm that the information given on this form is true.

Signature:

Date:

**Please send your completed form to [dataprotection@ng-london.org.uk](mailto:dataprotection@ng-london.org.uk) or The National Gallery, Trafalgar Square, London, WC2N 5DN.**

The National Gallery will respond to the request as soon as possible and no later than within one calendar month of receipt of all the relevant details.

The information on this form will only be used to process your request and it will be destroyed after six months.

If you have any questions about submitting a request, please contact the Data Protection Co-ordinator using the contact details above.