

THE
NATIONAL
CHILDREN'S CHOIR
of GREAT BRITAIN

**THE NATIONAL CHILDREN'S CHOIR OF GREAT BRITAIN
SUBJECT ACCESS REQUEST PROCEDURE**

Anyone who has supplied information to us has the right to access this information. If you want to request a copy of some or all of the information we hold about you, please let us know by writing to us, emailing us or speaking to us on the phone

We will make available to you a Subject Access Request form, which will help us to trace the information you require. In whichever way you make your Subject Access Request, we will ask you to provide proof of your identity, for example your passport or photocard driver's licence. Please send to:

NCCGB
PO Box 375
Bridgend
CF31 9PQ

We will then:

- Check that your ID matches that of a person legally entitled to the information;
- Check that the address on your ID matches the address that we hold for the choir member.

Copies of the information you have requested will then be sent to you within 28 days of our receiving the form. Any details identifying a third party will be redacted from the information sent to you.

Should you identify any errors in the information sent to you, please advise us and we will make appropriate amendments.

This document will be reviewed annually by the NCCGB Board of Trustees and updated if necessary.

18.02.19.