

Subject Access Request

Under the Data Protection Act you are entitled to request the personal data that we hold. If you wish to request the information we hold, please fill in this form and send it to the address below or email dataprotection@awme.net. The form should be accompanied with proof of ID.

Subject Access Requests

Andrew Womack Ministries Europe
Grace International Centre
Leamore Lane
Walsall
WS2 7PS

1. Your details (Details of the person whose data is being requested)

Please tick: Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Dr ☐ Prof ☐ Other (Specify):

Forename:		Surname:	
-----------	--	----------	--

Any other name by which you are known (if applicable):	
--	--

Date of birth (Day/Month/Year):	
---------------------------------	--

House Name/No. Road Name:	
Town:	
City:	
County:	
Country:	
Post or Zip Code:	

Phone No.:		Email Address:	
------------	--	----------------	--

Subject Access Request Form

2. Are you the person whose data is being requested (data subject)?

Yes ☐ No ☐

- If the request is for yourself, please go to question 4
- If you are acting on the data subject's behalf, please ask him/her to complete section 3 or provide written authority that you are acting on their behalf.

3. I hereby authorise for my personal data to be released to:

Representatives Name:		Signed:	
--------------------------	--	---------	--

Representatives Contact Details:

House Name/No. Road Name:	
Town:	
City:	
County:	
Country:	
Post or Zip Code:	

Phone No.:		Email Address:	
------------	--	----------------	--

Subject Access Request Form

4. Please specify the nature of the information you are requesting and the date range it is between.

5 Additional information (Please specify any additional information which may help us locate the information you have requested).

6. Please complete the following declaration, deleting anything that does not apply.

A – I confirm that I am the individual whose data is being requested, and the information I have provided is true to the best of my knowledge.

B – I confirm that I am acting on behalf of, and with the full knowledge of the data subject, and the information I have provided is true to the best of my knowledge.

Signed:		Date:	
---------	--	-------	--

Subject Access Request Form

Anyone who impersonates another individual to gain access to his or her information may be guilty of an offence under the Data Protection Act.

Once completed please return the form to the address on page 1 along with Poof of ID.

Please note, proof of ID can be something as simple as your Andrew Wommack Ministries – Europe Customer Code as well as details of a recent transaction, such as a product order or donation. We may contact you for further information to verify your identity should we feel it is necessary in order to protect you.

7.0 Data Protection Complaints Procedure

Andrew Womack Ministries - Europe intend to fully comply with the Data Protection Act. If you have any concerns regarding your personal information, how it has been managed, please email dataprotection@awme.net outlining your concern.

If you feel that your questions have not been fully satisfied or that your subject access request has not been fulfilled, please use Andrew Womack Ministries - Europe's complaint procedure, details of which can be obtained from the Operations Manager.

If you are still not satisfied you have the right to contact the Information Commissioners Office. They are an independent body overseeing compliance with the Act. They can be contacted at www.ico.org

Should you require further information on your rights to access information can be obtained from:

The Information Commissioners Office

Wycliffe House
Water lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

For Internal Use Only

Date completed form received	
Proof of identification confirmed	
Additional information requested	
Fee Included (where applicable)	
Reference Number	
Request actioned	
Request completed	
Log and records updated	