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| SECTION A: Who is the request about? Note: If you are making the request on behalf of someone else, please make sure you enter **your details in** **Section C.**  Individuals over the age of 16 must complete the form themselves unless the requestor provides evidence of the authority to act on their behalf (see **Section D**). | | |
| Forename(s): | Date of birth: | |
| Surname: | NHS number (if known): | |
| Current address and post code: | | |
| Telephone Number: | | Email Address: |
| Your Relationship with Genomics England  (e.g. Participant / Staff / Contractor / Other): | | If a Participant, which study did you join:   * 100,000 Genomes Project * REACT * GenOMICC * GMS patient * National Genomic Research Library * Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Not known   (*Please delete as necessary)* |
| Participant ID (if known): | |

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| SECTION B: **Please detail in the boxes below what you would like?** Note: Please be as specific as possible.  *Please note, we can only provide a copy of your whole genomic sequence (WGS) data in electronic form due to the size of the file.* | |
| I would like a copy of the information you hold |  |
| I would like to have some information corrected or changed |  |
| I would like to have information erased |  |
| I would like you to stop using my information |  |
| I would like to object to you using my information |  |
| Other general question: |  |

Note: for rights relating to automated decision making and data portability that these rights do not apply to the information we hold about you. Please see our privacy notice at [Privacy Notice | Genomics England](https://www.genomicsengland.co.uk/privacy-policy/) for more information around how we process your data.

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| SECTION C: **Complete this section as well** if you are making the request on behalf of someone else Note: You must also sign the declaration at **Section E**. | |
| Full name: | Organisation |
| Contact address: | |
| Your relationship with the person whose information you are requesting: | |

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| SECTION D: Information you must send with the form |
| For the individual(s) named in Section A and C (where relevant) please provide a **copy** of   * A current passport; **or** * A current driving licence; **or** * A birth certificate.   **AND** a **copy** of   * A letter from a Government Department (eg. HMRC, DWP), dated within the last three months, showing your name and current address **or** * A utility bill from the last three months, showing your name and current address; **or** * A current council tax bill showing your name and current address.   If you are making the request on behalf of someone else, you **must** also provide evidence that you have the consent or responsibility for the person concerned and are authorised to receive their personal information. Please provide   * A copy of the child’s birth certificate **or** * A copy of the child’s passport **or** * A copy of a guardianship order **or** * Evidence of lasting power of attorney (a copy of the court registration) **or** * A copy of written authority (for example in a letter to you or a form) signed by the person instructing you to act on their behalf. |

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| SECTION E: Declaration **(Must be signed by the person making the request (person named in Section A or Section C)** | | |
| I declare that the information I have provided on this form is correct. | | |
| Print Name: | | Signature: |
| Date: | Contact telephone: | Contact email address: |

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| SECTION F: **How the request will be processed** |
| * All responses will be completed within one calendar month of us receiving the request and identity documentation. * In some circumstances, Genomics England can extend the time to respond by a further two months. If we need to do this, we will let you know within one calendar month of us receiving the request and explain why an extension is necessary. * Genomics England may refuse a request if it is manifestly unfounded or excessive, taking into account whether the request is repetitive in nature. * In certain circumstances, we have the right to charge a reasonable fee for administration costs which will be due before the request is completed. We will inform you as soon as possible if this is the case. * We will keep a record of this request for one year after completion of the request, but all copies of identification documents will be destroyed once we have successfully identified the personal data concerned in our systems. |

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| SECTION G:  **Submitting this form** |
| Our preferred method of contact is via email as we work on a partly remote basis.  Please send the completed form with copies of your identity to the  Data Protection Team at [dataprotection@genomicsengland.co.uk](mailto:dataprotection@genomicsengland.co.uk)  If you wish to post the form, please send to:  The Data Protection Team  Genomics England Limited  One Canada Square  London  E14 5AB |