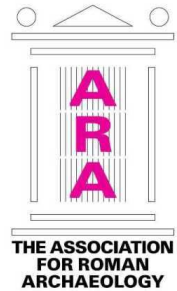


## **Association for Roman Archaeology - Subject Request Form**

Please complete section 1 to 4 and 8 if you are asking for details of your own personal information. If you are giving permission to another person to ask on your behalf then all sections must be filled in.

Please write clearly.



### **Section 1 Personal details:-**

**Surname:**

**Maiden name (if applicable):**

**Forenames:**

**Address:**

**Tel No.:**

**Email:**

Before processing this request the ARA will need to have proof of the identity of the data subject. This is to protect the identity data subject and ensure compliance with the Data protection Act 1998.

### **Section 2 Proof of Identity (of the data subject):-**

To help the ARA establish your identity you must enclose proof, which should be current and can be a copy. One of the following is appropriate.

Passport

Driver's Licence

Birth certificate

Other

### **Section 3 Details of Information Required:-**

Please be as specific as possible

#### **Section 4 Authorisation of Data Subject:-**

Signature:

date:

#### **Section 5 personal Details of Third Party (acting on behalf of the data subject):-**

Surname:

Maiden name (if applicable):

Forenames:

Address:

Tel No.:

Email:

#### **Section 6 Proof of Identity of the Third Party:-**

If you are acting on behalf of the data subject you must enclose a copy of your identification and official documentation showing you are authorised to apply on behalf of the data subject. This is to protect the identity data subject and ensure compliance with the Data protection Act 1998.

#### **Section 7 Authorisation of Data Subject for Third Party request (if possible):-**

Signature:

date:

#### **Section 8 Checklist**

1. Proof of identity of data subject
2. Proof of authorisation (if applicable)

In line with the Data Protection Act 1998 you will receive a response to your request within 40 calendar days of receiving this form and the necessary identification.

Please return the completed form to:-

The Association for Roman Archaeology

75 York Road

Swindon

SN1 2JU