



RFU Injured Players Foundation - Subject Access Request Form

The General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) provides you with the right to access your personal data held by the Rugby Football Union, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

The RFU manages subject access requests on behalf of the Injured Players Foundation (with the help of IPF staff). This SAR form only relates to personal data that the IPF possesses about you. If you wish to request access to your personal data that is held by the RFU, a separate SAR form should be completed which can be found here, www.englandrugby.com/privacy.

We require that you submit this request form electronically via email to legal@RFU.com. We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

For more information on your rights and the way in which the RFU Injured Players Foundation processes your data, see www.rfuipf.org.uk (linked at the bottom of every page).

For more information on your rights under the GDPR please see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

1. Requester Name (Data Subject) and Contact Information

Please provide your information in the space provided below. If you are making this request on behalf of someone else, please provide the data subject's information below (and you should provide your name and contact information in Section 3).

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

First and last name:	
Any other names that you have been known by:	
Home address:	
Telephone number:	
E-mail address:	

2. Proof of Data Subject's Identity

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address.

Please enclose a photocopy or scanned image of one of the following as proof of identity:

- Either a current Driving License; or
- A Birth Certificate or Passport, accompanied by a utility bill or bank statement showing your current address and dated within the last 3 months.



We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

3. Requests Made on a Data Subject's Behalf

Please complete this section of the form with your name and contact details if you are acting on behalf of someone else (i.e. the data subject).

First and last name:	
Home address:	
Telephone number:	
E-mail address:	

If you are **NOT** the data subject, you will need to provide evidence of your identity as well as the data subject and proof of your right to act on their behalf.

We accept a photocopy or a scanned image of one of the following as proof of your identity: passport or photo identification such as a driver's license, or birth or adoption certificate. We may request additional information from you to help confirm your identity if necessary.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf: a written consent signed by the data subject, a certified copy of a Power of Attorney, or evidence of parental responsibility.

4. Information Requested

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

Please provide details of request:

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me").

We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding. If



we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

5. Data Subject Declaration

I, _____, confirm that the information provided on this form is correct and that I am the person whose name appears on this form.

I understand that: (1) the RFU Injured Players Foundation must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid until the RFU Injured Players Foundation receives all of the required information to process the request; and (3) I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, the RFU Injured Players Foundation may charge a reasonable fee based on administrative costs.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy (please tick):

Hard copy _____ Electronic copy _____

Signature..... Date.....

Authorised Person Declaration (if applicable):

I, _____, confirm that I am authorized to act on behalf of the data subject. I understand that RFU Injured Players Foundation must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

Signature..... Date.....