



BRAD CHARTERIS MBACP, Adv. Dip. Couns.

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Request for Access to Personal Information

(Request for Subject Access under the Data protection Act, 1998)

In addition to the following, please read the accompanying Data Protection Policy before completing this form, and visit <http://www.opsi.gov.uk/ACTS/acts1998/19980029.htm> for additional information.

YOUR RIGHTS

The Data Protection Act gives legal rights to individuals concerning personal data held about them. An individual is entitled, upon submission of a written request, to be supplied with a copy of all the information, which forms the personal data, held about him or her. Once the form has been submitted with the appropriate fee, your request must be responded to within 40 days. However, the ACCP can only supply information about you and cannot give you any information which may identify someone else.

Your rights of access are subject to ACCP's right to withhold information which might cause serious harm to physical or mental health, or might identify a third party.

Current legislation permits the application of a fee to cover the cost of providing your information and any administration involved in ensuring that exemptions are not applicable. The fee for this process is £25.

Please include a cheque for £25 payable to Brad Charteris, and send it together with a fully completed application to:

Amphill Centre for Counselling and Psychotherapy
15 Adams Close
Amphill
Bedfordshire MK45 2UB

STATEMENT OF ACKNOWLEDGEMENT (please indicate acknowledgement of the statement by ticking the box)

I fully acknowledge that once these notes are copied and released my counsellor ceases to be responsible for the confidentiality of the information contained therein. I also understand that should these notes be used as part of legal proceedings, they are likely to become public documents:

There are two ways to obtain copies of your notes from ACCP:

- a) By direct application from the Data Subject (the person named in PART A)
- b) By application of a person authorised to do so by the Data Subject.

In both cases verification of identity by an independent witness is required.

PART D: Certification of applicant (to be completed in all cases by the person confirming the applicant's identity)

I Certify that I have
Known

Foryears and certify that I have just witnessed this person sign this request for Personal Information under the data Protection Act, 1998. I further confirm that I am an independent witness and that the applicant is known to me under this name as a
.....(e.g., colleague, personal friend, etc.)

Signed:	Date:
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PLEASE NOTE

You are advised that the making of false or misleading statements in order to obtain access to personal information to which you are not entitled is a criminal offence.

PART E: Payment

I understand the condition under which I make this application and I enclose a cheque for the sum of £25 made payable to **Brad Charteris**:

PART F: Authorisation where the applicant is not the client / Data Subject.

I hereby authorise release of my counselling notes / information, as specified in PART A, to the person named in Part B above. I declare that I am the client / Data Subject in Part A of this form.

Signed:	Date:
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