



The South Downs Planetarium has always considered personal data as valuable and has taken seriously its responsibilities regarding the security of personal data. Under the General Data Protection Regulation data subjects have additional rights regarding their personal data.

If you wish to make a data subject request we ask that you complete the proforma below as fully as possible.

In order that we can fully comply with your request it is very helpful for us to have as much information from you regarding your request which may include what it is you are asking of us, dates when data was supplied and if possible why your data was given to us etc.. This information simply enables us to examine our records efficiently and give you the information as quickly as possible.

We will have a month to comply with your request. There is no charge associated with your request. Unless you are personally known to one or more of the planetarium staff we will ask for additional ID to verify who you are and that the data requested relates to you personally.

<b>Data Subject Request Proforma</b>	
Date of Making Request:	
Name:	
Contact Details:	
Nature of your request	
<i>Use separate sheet of paper if necessary</i>	
For Official Use Only	
Date request received in office:	Name of staff receiving request:
Date request acknowledged by Trustee:	Name of Trustee:
ID confirmed Yes/No	type of ID
Date response sent by Trustee:	Name of Trustee confirming ID:
	Name of Trustee: