



Subject Access Request Form

Copenhagen Youth Project (CYP)

Last Updated:	April 2026
Approved by Trustees:	April 2026
Review Date:	March 2027

Introduction

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are entitled to request this information under the UK **Data Protection Act 2018** (incorporating the General Data Protection Regulation) which governs the processing of personal data in the UK. We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will respond to your request within one calendar month of receiving your completed form and any necessary identity verification documents or further information we may ask you to provide to enable us to comply with your request. If we are unable to meet this timeline, we will inform you of any delays and provide an estimated completion date.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

You may submit a subject access request in any format; you do not have to use this form.

CYP may ask you to clarify your request if it is unclear or too broad, in order to locate the information, you are seeking.

In complex cases, CYP may extend the response period by up to two further months; if this applies, we will inform you within the initial one-month period.

SECTION 1: Details of the person requesting information

Full name:	
Contact telephone number:	
Email address:	

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

We may need to verify your identity before processing your request. If you are acting on behalf of someone else, you will need to provide proof of your authority to act on their behalf (e.g. a signed letter of authorisation or power of attorney). To ensure we are releasing data to the right person we may need to contact you (or the data subject if you are acting on their behalf) to confirm their identity.

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

☐ **YES:** I am the data subject.
(please go to section 4)

☐ **NO:** I am acting on behalf of the data subject.
(please go to section 3)

SECTION 3: Details of the data subject (if different from section 1)

Full name:	
Contact telephone number:	
Email address:	

SECTION 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with the Data Protection Act 2018, we may refuse or charge a fee for processing a request if it is considered 'manifestly unfounded' or 'excessive,' or if it would take disproportionate effort to respond. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

CYP will not charge a fee for responding to your request unless it is manifestly unfounded or excessive.

SECTION 5: Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

☐

Why we are processing your personal data

☐

To whom your personal data are disclosed

☐

The source of your personal data

SECTION 6: Disclosure of CCTV images

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

☐

YES

☐

NO

SECTION 7: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Copenhagen Youth Project is true. I understand that it is necessary for Copenhagen Youth Project to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed.....

Date

Please return the completed form to:

Data Protection Officer
Copenhagen Youth Project
172 Copenhagen Street
London N1 0ST
Email info@cyproject.org Telephone: 020 7278 7400

How we will use the information in this form

The information you provide in this form will be used only for the purpose of responding to your subject access request. It will be retained securely and only for as long as necessary to process your request and meet our legal obligations.

Correcting Information

You should notify our Data Protection Officer at once if you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware.
- we may have passed inaccurate information about you to someone else