

DATA SUBJECT ACCESS REQUEST FORM

Please fill in this form fully so Northern Stage can fulfill your request. The more information we have about you and your request, the sooner we can get back to you. In line with General Data Protection Regulation (GDPR) we will get back to you within 30 days from the date we confirm your identity. If you have any queries or issues at all, please email the Data Team: data@northernstage.co.uk



1	Details of person requesting the information	
	Full name	
	Address	
	Telephone No.	
	E-mail Address	
2	Are you the data subject? (Is the information about you?)	
	Yes	If the information is about you, please supply evidence of your identity, i.e. something bearing your signature such as an original or copy driving licence or passport. Original documents should be sent by recorded delivery and will be returned to you. Please go to Question 5
	No	Are you acting on behalf of the data subject with their written authority? If so, evidence of that authority must be sent to us. Please complete questions 3 & 4
3	Details of the data subject (if different from 1)	
	Full name	
	Address	
	Telephone No.	
	E-mail Address	
4	Please describe your relationship with the data subject that leads you to make this request for information on their behalf.	
5	Please describe the information you seek together with any other relevant information.	

6 Have you been involved in any of the departments at Northern Stage?

Administration & Finance (i.e. as an employee or with payroll)

Artistic Planning (i.e. cast or creative in a production)

Communications (i.e. Marketing & Creative Team)

Development (Hires & Fundraising)

Participation (i.e. Young Company, Open Stages etc.)

Production (i.e. Technical, Sound & AV)

Sales (i.e. as a customer through Box Office or online)

Declaration (to be completed by all applicants)

I, _____ (name) certify that the information given in this form to Northern Stage is true. I understand that it is necessary for Northern Stage 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.

Signature: _____

Date: _____

* If you are unable to digitally sign this form, please check this box in lieu of a signature

NB: Northern Stage must respond to your request within a period of 30 days. This period will not begin until your identity has been established and any relevant details received.

Please return the completed form to the member of Northern Stage staff that issued it to you.

Any documents should be sent c/o that member of staff to:

**Data Team
Northern Stage
Barras Bridge
Newcastle Upon Tyne
NE1 7RH**

Documents which must accompany this application:

- Evidence of your identity
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)
- Stamped addressed envelope for the return of original proof of identity/authority documents

Northern Stage will process the personal information included on this form in accordance with the GDPR. The information will only be used in order to handle your request and will not be kept longer than is necessary to do so.