Institute of Measurement and Control

Subject Data Access Request

This form is for the use of a member of the Institute who wishes to request details of personal data that the Institute holds about them (a “data subject”).

If you are applying as an agent on behalf of a data subject (e.g. a solicitor) you must provide documentary evidence that the data subject has consented to this, and documentary proof of your own identity.

Full name of data subject………………………………………………………………………

Membership number ………………………………………………………………………

Details of the data you require: please tick

• Contact details
• Membership qualification details
• Activity details (events attended etc)
• Preferences we hold about your interests
• All data

Please tick if you wish to have details of

• The way in which the information is used,
• Who it will be shared with,
• How long it will be kept,

If you believe data held about you is incorrect, or if you wish for information about you to be deleted, you should write to the data protection officer dpo@instmc.org. Please note we require to keep certain personal data to ensure you continue to satisfy the conditions for membership. Deletion of these data will cause your membership to be terminated.

If you have any queries or complaints about our data protection process, please contact the data protection officer dpo@instmc.org. If your complaint has not been satisfied, you can contact the Information Commissioner’s Officer www.ico.org.uk