

Subject Access Request Form



The personal information you are seeking relates to

Forename		Surname	
Title		Previous Name	
Date of Birth		Gender	
Current Address		Previous Address (if relevant)	
Postcode			
Contact telephone		Email	

We may ask you to prove your identity before we disclose personal information.

Acceptable forms of identity include:-

- ✓ Birth Certificate
- ✓ Driving Licence
- ✓ Passport

Do not send original documents – photocopies only

If you are seeking information on behalf of someone else, please provide us with your details here

Forename		Surname	
Title		Telephone	
Address		Email	

Please tell us your relationship to the data subject

(e.g. parent, carer, legal representative)

Do you have legal authority to request the data subjects information? **Yes** or **No**

Please provide proof that you are legally authorised to act. We accept:-

- ✓ A letter of authority
- ✓ Lasting Power of Attorney
- ✓ Evidence of parental responsibility (birth certificate)

If the data subject is under 16, do you have parental responsibility? **Yes** or **No**

If the data subject is over 12 years old but under 16, they will need to give their consent for you to have their personal information. Ask them to sign here

Data subject signature

Please tell us about the information you want. *If you indicate dates, departments, specific teams, specific people or the type of information you require, this will ensure we can locate your information more efficiently.*

You do not need to provide a fee for this service.

Your information will be sent to you unless you advise us that you want to view it.

Please advise us of any special needs you may have

I certify that the information provided on this form is true. I understand the Council may ask for proof of my identity before releasing personal information.

Signature..... Date.....

Please send this form to information.governance@bcpcouncil.gov.uk

Or to Information Governance, Town Hall, Bournemouth, BH2 6DY

Warning – a person who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution