



# Subject Access Request Form

Data Protection Act

## Part 1 - Person that the information relates to (the data subject).

Title	Mr	Mrs	Miss	Ms	Other:		
Surname					Forenames		
Maiden Name / Former Names							
Date of Birth					Sex	Male	Female
Current Address							
Postcode					Telephone No.		

### I enclose a copy of one of the following as proof of the identity of the data subject:

Birth Certificate       Driving Licence       Passport

If none of these are available please contact your Data Protection Officer for advice on other acceptable forms of identification.

## Part 2 - Is the requested information about you (are you the data subject)?

**No** the information is not about me (go to part 3)      **Yes** the information is about me (go to part 4)

## Part 3 - Person (agent) acting on behalf of the data subject.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other:		
Surname					Forenames		
Address							
Postcode					Telephone No.		

### What is your relationship to the data subject (e.g. parent, carer, legal representative)

Do you have legal authority to request the data subjects Information?      Yes       No

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

### Provide proof that you are legally authorised to act on the data subjects behalf in the form of:

Letter of Authority       Lasting Power of Attorney       Evidence of parental responsibility

Other (give details)

### Provide proof that you are the person authorised to act on behalf of the data subject by enclosing a copy of one of the following:

Birth Certificate       Driving Licence       Passport

If none of these are available please contact your Data Protection Officer for advice on other acceptable forms of identification.



#### Part 4 - Details of Information being requested.

Please help us deal with your request quickly and efficiently by giving as much detail as possible about the information you want. If possible restrict your request to a particular service, period of time or incident. If necessary continue this section on a separate page.

##### Information Requested:

<b>Information requested covers</b>	From:	To:
<b>Relevant details to help us locate the information.</b> <i>(address at the time, service or department, names of previous contacts, any file reference if known etc.)</i>		

#### Part 5 - Access to the information.

By law, the Council is permitted to charge a fee of £10. This request will not be valid until payment is received.

<b>Do you wish to:</b>	<input type="checkbox"/> View the information	<input type="checkbox"/> Be provided with a copy	
<b>Copies (if requested) to be:</b>	<input type="checkbox"/> Sent to the data subject	<input type="checkbox"/> Sent to you	<input type="checkbox"/> Collected
<b>Do you have any special needs when viewing the information or in what format it is provided?</b>			

#### Part 6 - Declaration

I certify that the information provided on this form is true. I understand that the Council is obliged to confirm proof of identity / authority and that it may be necessary to obtain further information in order to comply with this subject access request.

Name			
Signature		Date	

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

#### Part 7 - Before submitting this form please check that you have:

- Enclosed proof of the identity of the person the information is about (the data subject)? (see part 1)
- Enclosed proof of authority to act on behalf of the data subject? (see part 3)
- Enclosed proof of your identity if acting on behalf of the data subject? (see part 3)
- Given enough details for us to locate the information you want? (see part 4)
- Enclosed the £10 fee? (see part 5)
- Signed and dated the declaration? (see part 6)
- Completed all sections? (part 3 only to be completed by a person acting on behalf of data subject)

**Please submit this form and accompanying documents by post**

Large print version available from your Council's Data Protection Officer