**Subject Access Request Form**

Under the terms of the General Data Protection Regulation (GDPR) an individual is entitled to ask for a copy of all personal information which it holds about him / her. The information which the individual is entitled to receive includes a description of these purposes, recipients to whom the data are disclosed and sources of the data. This entitlement is known as the "Right of Access to Personal Data".

To ensure that your personal information is passed directly to you or your authorised representative and to avoid identity fraud, you will be asked to provide verification of your identity.

If you would like to access the personal data this authority holds about you please answer the following questions.

**1. PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | | | | | | | | | | |
| Email Address | |  | | | | | | | | | | | |
| Present Address | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Post Code |  | | | | | | | | Tel No |  | | | |
| Date of Birth | | |  | | | | | National Insurance No | | |  | | |
| Length of time at this address | | | | | |  | | | years | | | | |
|  | | | | | | | | | | | | | |
| If you have lived at this address for less than two years please provide your previous addresses. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Post Code | | | |  | | | Length of time at this address | | | | |  | years |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Post Code | | | |  | | | Length of time at this address | | | | |  | years |

**2.** The authority uses personal data for the purposes shown below, if you would   
like to access personal data held about you please tick the appropriate boxes.

|  |  |  |  |
| --- | --- | --- | --- |
| Library Services |  | Council Tax |  |
| Housing Services |  | Planning / Building Services |  |
| Social Work Services |  | Environmental Health / Trading Standards |  |
| Leisure Services |  | Education |  |
| Other**:** Please specify below |  |

Line

**Data Subject Declaration**

In exercise of the right granted to me under the terms of the General Data Protection Regulation (GDPR), I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated.

I confirm that the above is all of the personal data to which I am requesting access and which is held by the authority for its purposes. I also confirm that I am the Data Subject and not someone acting on his / her behalf.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed** |  | Mr./Mrs./Ms./Title |  | Date |  |

**This section to be completed by person(s) acting on behalf of the data subject**

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | | |
| Present Address | | | | | | | | |
|  | | | | | | | | |
| Post Code | | |  | Tel No |  | | | |
| Signed | |  | | Mr./Mrs./Ms./Title | |  | Date |  | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |