

# SUBJECT ACCESS REQUEST

The completion of this form is voluntary, and is only an aid to assist the authority in locating your personal data.



## Introduction

Under the terms of the General Data Protection Regulation, and UK Data Protection legislation, an individual is entitled to ask a data controller<sup>1</sup> to confirm what personal information is held about them, and why. You can also ask for a copy of all, or part, of the personal information that is held about you.

All requests (known as subject access requests) must be made in writing\* (this includes via email) and you must provide suitable proof of identity<sup>2</sup>. To help us confirm your identity your request should be accompanied by some form of identification (e.g. a copy of your birth certificate, driving licence, passport, recent utility bill etc.).

The request must also contain enough information to enable us to identify the data subject<sup>3</sup> and to locate the personal information sought.

## How long will it take?

Once your request for information has been received

SECTION A ±Data subject details

Full name: .....

Previous name (s): .....

Address: .....

.....

Postcode: ..... Length of time at this address: .....

Telephone: .....

E-mail: .....

Date of birth: .....



Additional information:

Please add anything else which you think might help us to locate the information you are looking for.

Declaration

The information I have supplied in this application is correct and I: am the person to whom it relates / have the authorisation of the person to whom it relates (please delete as appropriate)

Signed: ..... Date: