

SUBJECT ACCESS REQUEST FORM

How to make a request for your information

Under the General Data Protection Regulation you are entitled to ask for access to personal information that we may hold about you. This form will assist you in making a request for your information. It is not compulsory to complete the form but if you do it will help us to locate the information much more quickly. The information that you provide on this form will be treated in confidence.

SECTION 1 PROOF OF IDENTIFICATION

We cannot release information without the right authority to do so. This means that your identity and authority as the person making the request must be verified.

1a. Are you the data subject (the person whom the information is about)? Please tick.

Yes No

If no, please go to 1b

Please provide **original** proof of identity bearing your name **i.e. driving licence, passport, birth certificate (or certified copy), or an official letter such as from a utility company.** These will be returned to you by recorded delivery. Please tick to state which proof of identity you are enclosing.

1. Birth certificate, passport or driving licence,

2 official letters such as utility bill

1b. Are you acting on behalf of the data subject with their written or other legal authority?

Yes No

If yes, please state your relationship with the data subject **i.e. parent, legal guardian/carer, solicitor**

Please provide proof that you are legally authorised to do this **i.e. letter of authority or official forms addressed to you on behalf of the data subject.** These will be returned to you by recorded delivery. We reserve the right to request further proof of authority if required.

Please state below what form of proof of authority you have enclosed.

**GENERAL DATA PROTECTION REGULATION SUBJECT ACCESS REQUEST FORM
SECTION 2 DETAILS OF THE DATA SUBJECT**

2a. Details of the Data Subject

Surname:

Forename(s):

Any Previous or Alternative Name(s):

Current Address:

House/Flat number & Street:

Town/City:

County:

Post Code:

Telephone Number:

Please provide details of any previous addresses which you feel may be of assistance to this request.

If you are the data subject, please go to Section 3.

2b. If you making the request on behalf of the data subject, the details will be sent to you with a copy to the data subject (unless you ask for us not to do this). In order for us to send the information to you please complete the details below:

Surname:

Forename:

Name of solicitor(s) (if applicable):

House/Flat number and Street:

Town/City:

County:

Post Code:

Telephone Number:

SECTION 3 DETAILS OF SERVICES

To help us locate the information you are requesting, please complete the appropriate section(s) :

Example of areas where the information might be found:

General Correspondence/Financial transactions/Records such as allotments

Start and end dates of information

Contacts with the organisation

Please send your completed form to;
Mrs J Storer; Clerk & RFO to Melbourne Parish Council
PO Box 8366, Derby, DE65 9DX