**Subject Access Request Form**

**General Data Protection Regulation 2018**

Please write clearly in **block capitals** and in **black ink.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Part 1 – Person that the information request 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 | |  | |
| Email Address | |  | | | | |
| Have you lived in a different address in the last two years? If you have, please give your previous addresses. (This is to help the Council locate your personal data). | | | | | | |
| Previous Addresses | |  | | | | |
| **I enclose a copy of one of the following proof of identity of the data subject:**  Passport  Driving Licence  Birth Certificate  Utility Bill  Council Tax Bill  If none of those are available please contact the Fraud and Data Team for advice on other acceptable forms of identification. | | | | | | |
| **Part 2 – Is the requested information about you?** | | | | | | |
| **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  Mrs  Miss  Ms  Other: | | | | |
| Surname | |  | Forenames | |  | |
| Current Address  Postcode | |  | | | | |
|  | Telephone No | |  | |
| Email Address | |  | | | | |
| **What is the relationship to the data subject?** (e.g. parent, carer, legal representative) | | | | | | |
| **Do you have legal authority to request the data subject’s information?** Yes  No  *(If yes please provide proof that you are legally authorised to act on behalf of the data subject e.g. letter of authority, Lasting Power of Attorney, evidence of Parental Responsibility.)* | | | | | | |
| **Part 4 – Details of information being requested** | | | | | | |
| Please describe the information you are seeking. For example, are you seeking information about any benefits claims you have made, or a planning application problem? Please provide any relevant reference numbers etc. | | | | | | |
|  | | | | | | |
| **Part 5 - Declaration** | | | | | | |
| I certify that the information I have given on this form is true. I understand that the Council needs to be satisfied about my identity and that the Council might need to ask me to more details to locate the information I am seeking.  Furthermore, I understand that any attempt to mislead or obtain information unlawfully is a criminal offence and may result in prosecution.  *(To be signed by all applicants where applicable)* | | | | | | |
| Name |  | | | | | |
| Signature |  | | | Date | |  |
| Name |  | | | | | |
| Signature |  | | | Date | |  |
| The Council will respond to your request within one month and will keep you informed if the time limit is likely to be exceeded. This time period does not start until proof of identity is received. | | | | | | |
| **Part 6 – Before submitting this form please check that you have:** | | | | | | |
| Enclosed proof of identity of the data subject  Enclosed proof of authority to act on behalf of the data subject  Given enough details for us to locate the information you want  Signed and dated the declaration  Read the Data Protection Privacy Notice on page 3. | | | | | | |
| **Please return this form to:**  **DPO**  **South Somerset District Council**  **Brympton Way**  **Yeovil**  **Somerset**  **BA20 2HT**  **If you require a large print version of this form or any further information about how to see your personal information then please call the Council on 01935 462462 or alternatively email the Data Protection Officer (DPO)** [**DPO@southsomerset.gov.uk**](mailto:dataprotection@southsomerset.gov.uk)**.** | | | | | | |
|  | | | | | | |
| **Your privacy**  South Somerset District Council is committed to protecting your privacy when you use our services.  The Privacy Notice below explains how we use information about you and how we protect your privacy.  **Why we use your personal data**  **The information you provide will be used:**   * **to confirm that you are who you say you are;** * **to help us to identify you on our systems; and** * **to action your request.**   **If you do not provide enough information we will not be able to start processing your request until we have obtained all the information that we require, which will cause a delay.**  **How the law allows us to use your personal information**  There are a number of legal reasons which allows us to collect and use your personal information. The personal information you provide is needed to fulfil our legal obligation to respond to your request.  **With whom will your personal information be shared**  **In order to action your request we will share your information across the relevant Council services within SSDC. Additionally, to fully comply with your request, we may have to share your information with partner organisations, where they help deliver our services.**  **More information**  **Before submitting your request please refer to our full Privacy Notice available on our website - https://www.southsomerset.gov.uk/about-our-website/privacy-and-data-protection – which explains in more details how we will** we will use your personal information and how we protect your privacy.  **How to contact us**  We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer, Jan Gamon, at [DPO@southsomerset.gov.uk](mailto:DPO@southsomerset.gov.uk) or by calling 01935 462462 and asking to speak to the Data Protection Officer.  **If after contacting us, you are still unhappy, then you can make a complaint to the Information Commissioner. Please visit www.ico.org.uk or call 0303 123 1113.** | | | | | | |