

## **Subject Access Request Form**

In accordance with the General Data Protection Regulation (“GDPR”) you have the right to obtain the following information:

- Confirmation that your data is being processed
- Confirmation on how and why your data is being processed
- Access to copies of your personal data
- Other supplementary information we may hold

Information may be withheld from disclosure in certain circumstances; in this case we will provide a full explanation as to how we reached the decision.

### **Section 1 – About the Request**

I am the Data Subject (the person the information is about)  
**Please complete parts 2,4,5 & 6**

I am acting on behalf of someone else  
**Please complete parts 2,3,4, 5 & 6**

**Please Note:** If you are seeking information on behalf of someone else then you must provide proof of your authority to do so. This can include:

- Jointly signed request form
- Signed letter from data subject giving authority
- A letter signed by doctor or other legal professional confirming that the data subject is incapacitated and therefore cannot make the request themselves

Accompanied by proof of ID for yourself and the person you are requesting the information about.

### **Section 2 – Personal Details (Data Subject)**

Proof of ID Included:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title:		
Full Name:		
Full Address & Postcode:		

Date of Birth	
Email Address	
Telephone Number	
Mobile Number:	

If you would have been known by a different name, or at a different address during the period the information you require relates, please state the name(s) and address(s) below (continue on a new page if necessary).

Previous Name(s):	
Previous Address(es):	

### Section 3 – Personal Details of the Requester

If you are requesting information on someone else's behalf, please provide your details below.

Proof of ID Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proof of Consent Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title:		
Full Name:		
Full Address & Postcode:		

Relationship to the Data Subject:	   
Phone Number:	 
Email Address:	 
Please specify whether we should send the information to yourself or directly to the data subject:	<input type="checkbox"/> Myself, using the contact details above  <input type="checkbox"/> The Data Subject, using contact details in Section 2

## Section 4 - Details of the Information Requested

To help us deal with your request as quickly and efficiently as possible please provide us with as much information as possible about the information you believe we hold. Including which services area(s) or staff members you believe might hold the information, if known. Continue on a new page if required.

How would you prefer to receive the information?	<input type="checkbox"/> By Post (Sent Recorded Delivery) <input type="checkbox"/> By Email ( <i>Please note we do not consider email to be a secure method of sending data and therefore suggest you choose an alternative method of receipt where possible</i> ) <input type="checkbox"/> Collect in Person from Council Offices ( <i>By Appointment and where possible</i> )

## Section 5 – Data Subject Declaration

Please read the statements below and tick the boxes if you understand and agree. Please note we cannot proceed with your request if you do not complete this declaration.

I confirm that I wish to request disclosure of my personal information under the General Data Protection Regulation (2018).

I confirm that all information supplied above is correct and that I am the data subject and not someone acting on his/her behalf.

I can confirm I have included sufficient proof of ID. I understand that without this my request cannot be processed.

Name:

Date:

Signature:

## Section 6 – Representative Declaration

Where you are requesting information on behalf of somebody else you should read the statements below and tick the boxes if you understand and agree. Please note we cannot proceed with your request if you do not complete this declaration.

I confirm that I wish to request disclosure of the personal data of the Data Subject named in Part 1, under the General Data Protection Regulation (GDPR).

I confirm that I have the appropriate authority to act on behalf of the Data Subject and include proof of my authority to act on their behalf.

I confirm I have included sufficient ID for both myself and the Data Subject and I understand that without this my request cannot be processed.

Name:

Date:

Signature:

## Privacy Notice

Blaby District Council (BDC) is a data controller, which means that BDC decides what personal information we need from you to provide you with this service. You can find out more about the services we provide and the things we are required by law to do by visiting the BDC Website: [www.blaby.gov.uk](http://www.blaby.gov.uk) or you can contact us by telephone on 0116 275 0555 or email [customer.services@blaby.gov.uk](mailto:customer.services@blaby.gov.uk) .

We will only ask for the information we need about you and your circumstances to enable us to fully understand your application. If you decide not to provide us with the information we need it might mean that we won't be able to proceed with your request.

We will need your name, address, telephone number and email address in order to keep you up to date on the progress of your request and to supply you with our final response.

We may share information about you with other council departments, as well as other councils, the police, health care providers, government departments, Ombudsmen, and organisations delivering services in partnership with, or on behalf of, Blaby District Council, where it and lawful to do so.

We will keep the information that you provide to us and that we collect as part of this process for 2 years from the date of our final response to you.

We do not routinely share information with third parties in other countries, however we do use cloud hosted software. We don't use any computers or automated means to make decisions about you based on the information that you provide.

You have a number of legal rights in respect of your personal data which are: the right to be informed about how it is being used and why; the right the right of access to it to check that we are acting lawfully and, in some cases, the right to rectify it or to have it erased; the right to restrict our processing of it; the right of data portability; and the right to object to automated decision taking.

### Contact us

If you have any questions about the way in which Blaby District Council handles your personal information, or want to raise a concern, you may contact:

Name: Louisa Horton, Data Protection Officer  
Telephone: 0116 275 0555  
Email: [gdpr@blaby.gov.uk](mailto:gdpr@blaby.gov.uk)

You can also contact the Information Commissioner's Office (The ICO) to find out more about your rights as a data subject (a person that we hold personal data about) if you think there is a problem by email to [casework@ico.org.uk](mailto:casework@ico.org.uk) or by telephone on 0303 123 1113. You can also visit the ICO's website [www.ico.org.uk](http://www.ico.org.uk)