



UK General Data Protection Regulation / Data Protection Act 2018 Subject Access Request Form

The right of access, or subject access request, gives individuals the right to obtain a copy of their personal data. You are only entitled to a copy of your own personal information, unless you are acting on behalf of someone else.

Section 1 – Person to whom the information relates (the data subject)

Title <i>(please tick)</i>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="checkbox"/>
Full Name	Click here to enter text.									
Former / Other Names	Click here to enter text.									
Date of Birth (dd/mm/yy)	Click here to enter a date.									
Current Address	Click here to enter text.									
Postcode	Click here to enter text.									
Telephone Number	Click here to enter text.									
Email Address	Click here to enter text.									

Proof of Identity

Any records the Council is able to disclose cannot be released until we have confirmed the identity of the data subject. Photocopies / scanned copies are accepted.

I enclose a copy of one of the following as proof of the identity of the data subject:

- Passport
- Driving Licence
- Birth Certificate
- Bank Statement / Credit Card Statement
- TV Licence

Section 2 – Are you the data subject?

Is the requested information about you (are you the data subject)?

- No, the information is not about me (*go to section 3*)
 Yes, the information is about me (*go to section 4*)

Section 3 – Person (agent) acting on behalf of the data subject

Title (<i>please tick</i>)	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
Full Name	Click here to enter text.				
Current Address	Click here to enter text.				
Postcode	Click here to enter text.				
Telephone Number	Click here to enter text.				
Email Address	Click here to enter text.				

What is your relationship to the data subject?

- Parent
 Carer
 Legal Representative
 Other (*give details*) Click here to enter text.

If the data subject is under 16, do you have parental responsibility for them?

- Yes
 No

Do you have legal authority to request the data subject's personal information?

- Yes
 No

Please provide proof that you are legally authorised to act on the data subject's behalf.

- Letter of Authority
 Power of Attorney
 Evidence of parental responsibility
 Other (*give details*) Click here to enter text.

Section 4 – The information you want to see

The Council uses personal information for many purposes. Please help us to deal with your request quickly and efficiently by giving as much detail as possible about the information you want; provide reference / account numbers and any other details which may help us to locate your information (e.g. date range of information requested, specific data required, etc.).

Information Source:	
Council Tax	Click here to enter text.
Benefits (Housing or Council Tax)	Click here to enter text.
Housing (Tenants)	Click here to enter text.
Housing Options and Advice	Click here to enter text.
Planning and Coastal Management	Click here to enter text.
Environmental Services	Click here to enter text.
Other <i>(please explain)</i>	Click here to enter text.
Any other information relevant to your request <i>(i.e. date range of requested information, officers contacted, etc.)</i>	Click here to enter text.

Section 5 – Access to information

We must supply the requested information to you without undue delay and within one month, from the date we receive your request and proof of your identification. If the request is complex, we may extend this deadline, but we will inform you of this within one month.

How would you like to receive a copy of the information?
<input type="checkbox"/> Hard copy via recorded delivery post <input type="checkbox"/> Electronic copy via secure email <input type="checkbox"/> View the information at the council offices
Do you have any special needs when viewing the information or in the format it is provided in?
Click here to enter text.

Section 6 – Declaration

I confirm that the information given on this form to East Suffolk Council is true, and I understand that the Council may need more information to confirm my identity / that of the data subject and to locate the information that I am requesting.

Signature	Click here to enter text.	Date	Click here to enter a date.
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Warning: making a false statement in a Subject Access Request or making a fraudulent application for such access may constitute a criminal offence.

Section 7 – Checklist and Your Rights

Have you...

- Enclosed proof of identity of the person the information is about (the data subject)? *(see Section 1)*
- Enclosed proof of authority to act on behalf of the data subject (if required)? *(see Section 3)*
- Given enough details to enable us to locate the information you require? *(see Section 4)*
- Signed and dated the declaration? *(see Section 6)*
- Completed all sections of this form (Section 3 is only to be completed by a person acting on behalf of the data subject)?

Once complete, send your form and proof of identity to:

Email	dataprotection@eastsoffolk.gov.uk
Post	Data Protection Officer, East Suffolk Council, East Suffolk House, Riduna Park, Station Road, Melton, Suffolk, IP12 1RT
Telephone	01394 444488

Your Rights

The Council is committed to supporting your rights as a data subject. For more details of how we handle your personal information, your rights as a data subject, and how to make a complaint, please read the Council's corporate privacy notice (<http://www.eastsuffolk.gov.uk/yourcouncil/access-to-information/the-general-data-protection-regulation-and-data-protection-act-2018/privacy-notices/>)