



Data Subject Right of Access Request Form

This form should be used where an individual (Data Subject) wants to gain access to personal data that we hold about them. There is no charge for making a request. Please complete the form, enclosing appropriate identification and send it to the address at the end of the form.

Question 1 - Who is the Data Subject?

| | |
|--------------------------|--|
| Data Subject's full name | |
| Date of Birth | |
| Address |Post code..... |

| | |
|--|--|
| If the Data Subject has lived at this address for less than 2 years , please tell us their previous address |Post code..... |
|--|--|

| | |
|----------------|--|
| Telephone No. | |
| E-mail address | |

(a) Has the Data Subject ever been an employee of the South Gloucestershire Council?

Yes No Don't know

(b) Has the Data Subject ever lived in the South Gloucestershire area?

Yes No Don't know

(c) Has the Data Subject ever operated a business as a partner or sole trader in the South Gloucestershire area?

Yes No Don't know

Question 2 - What are your Personal Details?

(a) Are you the Data Subject?

Yes

No

If you answered 'Yes', go straight to Question 3 on page 3. Otherwise, please provide the information below.

| | |
|----------------|----------------------------------|
| Your full name | |
| Address | |
| Telephone No. |Post code..... |

(b) If you are NOT the Data Subject, state your relationship to them.

| | |
|--|--|
| What is your relationship to the Data Subject? | |
|--|--|

(c) If you are NOT the Data Subject, describe your entitlement to receive details of their Personal Data, and the written authority enclosed (e.g. from the Data Subject) which supports this entitlement.

| | |
|--|--|
| Why are you entitled to their Personal Data? | |
|--|--|

| | |
|---|--|
| What written authority have you enclosed? | |
|---|--|

Question 3 - How do you believe we process the Data Subject's Personal Data?

Our search for information relating to the Data Subject will be based on the information provided below.

Any information, which will assist in searching for your personal information.

Dates for information requested

| | | | |
|------|--|----|--|
| From | | To | |
|------|--|----|--|

List relevant Councillors/ Officers or Departments who could assist

Question 4 - What documents can you send or produce to confirm the identity and address of the Data Subject?

We prefer to see the original documents for security purposes. South Gloucestershire Council will return all original documents as soon as possible via recorded delivery.

If you deliver your documents in person we will return them to you after verification.

(a) You must **confirm the Data Subject's identity** by sending one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed.

- i) Full Valid Driving licence issued by a member state of the EC/EEA
- ii) Birth Certificate **or** Certificate of Registry of Birth **or** Adoption certificate
- iii) Full Valid Current Passport **or** ID Card issued by a member state of the EC/EEA **or** Travel Documents issued by the Home Office **or** Certificate of Naturalisation or Registration **or** Home Office Standard Acknowledgement Letter (SAL)

If the Data Subject's name is now different from that shown on the document you submit to confirm his/her identity, you must also supply original documentary evidence to confirm the data Subject's change of name e.g. Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration.

(b) Applicants under 18 years old do not need to provide proof of address (please tick if applicable)

(c) You must also **confirm the Data Subject's address** by sending us one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed.

- i) Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter
- ii) Council Tax demand in the Data Subject's name for the last quarter
- iii) Bank, building society or credit card statement in the Data Subject's name for the last quarter
- iv) Letter to Data Subject from solicitor/social worker/probation officer in the last quarter

Formal Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 2018, I request that you provide me with a copy of the Personal Data about the Data Subject which you process for the purposes I have indicated overleaf.

I confirm that this is all of the Personal Data to which I am requesting access. I also confirm that I am either the Data Subject, or am acting on their behalf.

| | | | |
|------------|----------------------|------|----------------------|
| Signed | <input type="text"/> | Date | <input type="text"/> |
| Print Name | <input type="text"/> | | |

Make sure you have:

- (a) completed this form;
- (b) signed the declaration above;
- (c) enclosed originals of identification documents.

Send them to:

For all social care records

South Gloucestershire Council
Department for Children, Adults & Health
Complaints & FOI Team
PO Box 1955
Bristol
BS37 0DE

For any other records

South Gloucestershire Council
Chief Executive & Corporate
Resources Department
Customer Relations Team
PO Box 1953
Bristol
BS37 0DB

We recommend that you send your form and documents by a secure method, e.g. Recorded Delivery.

You could also attend our One Stop Shops in Kingswood, Patchway and Yate with your identification. Our staff will verify your form immediately and send it to the relevant office as above.