

NORTH HERTFORDSHIRE DISTRICT COUNCIL



Subject Access Request Form

Please fill in this form if you wish to apply to North Hertfordshire District Council to have access to personal information under the General Data Protection Regulation.

This form is set out in three parts:

Parts A, A1, A2, A3 & A4 must be completed by all subjects.

Parts B, B1 & B2 must be completed if the request is on behalf of another adult.

Your Rights:

Under the Data Protection Act 2018 an individual has certain rights of access to personal data which the Authority holds about him/her, and subject to certain conditions the individual, referred to as the “data subject” is entitled to receive a description of that personal data, the purposes for which the data are being processed, the recipients to whom the data may be disclosed and ordinarily to receive a copy of the information constituting such personal data.

The rights are subject to a request being made. You may be required to supply information to satisfy the Council as to the identity of the person making the request and to assist in locating the information requested by that person.

A. Please give details of the person who the information is about (the data subject).

<u>Personal Details:</u>	
<u>Full Name:</u>	
<u>Maiden Name/Former Names:</u>	
<u>Date of Birth:</u>	
<u>Contact Telephone Number:</u>	
<u>Contact Email Address:</u>	
<u>Address:</u>	
<u>Postcode:</u>	
<u>If you have lived at this address for less than two years, please also give your previous address:</u>	

A1. Have you previously applied to North Hertfordshire District Council for access to your personal data? (Please circle the relevant answer below).

Yes / No

A2. Proof of Identity:

Although that it is not a requirement to provide a copy of identification (ID) for a Subject Access Request, we advise that providing a copy of the listed ID below may speed up the processing of your request. One of the following:-

- **Utilities Bill**
- **Council Tax Bill**
- **Driving Licence**

Please do not send original documents, only a copy, as these will not be returned.

.....

.....

* Data Subjects Signature:

Date:

A3. Please give details of your request: (To enable us to fulfil your request, please provide as much detail of the information that you require).

A4. Declaration

I request that North Hertfordshire District Council provides me with details of personal data about me as I have indicated above.

I also confirm that I am the data subject and not someone acting on his/her behalf.

.....
* Data Subjects Signature:

.....
Date:

B. A request for personal information being made by someone acting on behalf of the data subject:

I can confirm that I am acting on behalf of the data subject, namely and I enclose herewith proof of my authority to act on behalf of the data subject (for example a letter signed by the data subject authorising me, Power of Attorney, etc.).

<u>Personal Details of Power of Attorney:</u>	
<u>Full Name:</u>	
<u>Maiden Name/Former Names:</u>	
<u>Date of Birth:</u>	
<u>Contact Telephone Number:</u>	
<u>Contact Email Address:</u>	
<u>Address:</u>	
<u>Postcode:</u>	
<u>If you have lived at this address for less than two years, please also give your previous address:</u>	

B1. Proof of identity of person acting on behalf of data subject to help establish your identity as the authorised person. This is required in addition to the proof of identity of the data subject requested above:

To help establish your identity, your request should be accompanied by a **copy** of the following documents:

- **Utilities Bill**
- **Council Tax Bill**
- **Driving Licence**

Please do not send original documents, only a copy, as these will not be returned.

B2. Declaration:

I declare that the information given above by me is true and correct to the best of my knowledge. I understand that attempting to obtain information using false information is a criminal offence under the Data Protection Act 2018.

* Power of Attorney's Signature: Date:

Checklist:

1. Have you filled in all the parts of the request form relevant to your request?
2. Have you signed the form?
3. Where you are acting on behalf of the data subject, have you enclosed proof of your authority to do so?
4. Have you enclosed an identifying document where you are acting on behalf of a data subject?

When completed, this form and any copies of documentation required should be sent to:

**Information Management
North Hertfordshire District Council
Council Offices
Gernon Road
Letchworth Garden City
SG6 3JF**

A scanned copy of the completed form and any copies of documentation required can also be sent to the following email address:

FOI2@north-herts.gov.uk