| Subject Access request form | | | |
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| This form is to be used when an individual wishes to access personal data held byCotswold District Council | | | |
| Please select one of the following: I am the Data Subject. I am requesting my own personal information  I am not the Data Subject. I am requesting information on behalf of someone else | | | |
| Applicant Information | | | |
| Title: | First Name: | | |
| Surname: | | Maiden/Other Names: | |
| Address: | | | |
| Town/City: | | County: | |
| Postcode: | | Telephone: | |
| Contact Email Address: | | | |
| How would you prefer to receive the information requested-  Email Post | | | |
| If you wish to be represented, please confirm your Representative’s details | | | |
| Title: | First Name: | | |
| Surname: | | Maiden/Other Names: | |
| Address: | | | |
| Town/City: | | County: | |
| Postcode: | | Telephone: | |
| Contact Email Address: | | | |
| **CONSENT TO DISCLOSE TO YOUR REPRESENTATIVE** | | | |
| **This is to confirm that I give permission to my representative to obtain information for the sole purposes of this Subject Access Request.**    **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| identification | | | |
| You must provide **two** forms of identification to confirm the identity of the Data Subject, one which confirms their identity and one which confirms their current address. Please send one document from each list below.  **Your representative** must confirm their identity and send a copy of their passport or driving license.  **Please do not send original documents, good quality photocopies are acceptable.** | | | |
| Passport Utility Bill (within the last 3 months)    Driving License Bank Statement  Letter from a government department  (e.g. DWP/ Inland Revenue/ Revenues and Customs) | | | |
| INFORMATION REQUIRED | | | |
| To help locate the personal data you seek, please provide as much detail as possible about the personal data you are requesting access to. Please include the specific areas of service you require the Council to search (e.g. Housing benefit, Council Tax, Planning), together with time frames, dates, names, types of documents, file numbers, or any other information to help locate your personal data.  **The Council will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for a search to be conducted (for example, if you request “all information about me”).** | | | |
| Representative declaration | | | |
| **WARNING – it is a criminal offence to obtain another person’s information by deception.**  I confirm I am the appointed representative of the Data Subject. I wish to receive a copy of the Data Subjects personal records and have included a copy of the relevant permission. | | | |
| Representative’s Signature: | | | Date: |
| Signature | | | |
| In exercise of the right granted to me under the terms of the UK General Data Protection Regulation, I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated above.  I confirm that I am the Data Subject and not someone acting on his/her behalf.  I hereby give my authority for the representative named above to make a Subject Access  Request on my behalf under the UK General Data Protection Legislation. | | | |
| Signature of applicant: | | | Date: |

**Please send the completed form, along with all required proofs of ID or representation to:**

**Data Protection Officer**

Cotswold District Council

Trinity Road, Cirencester, Gloucestershire, GL7 1PX or data.protection@cotswold.gov.uk