

## DATA SUBJECT ACCESS REQUEST FORM



### 1. Details of the person on whom information is being requested

Title:  Mr  Mrs  Ms  Miss  Other

Surname:

Forenames:

Address:

Postcode:

Telephone number:

Email address:

**If the information you are requesting is in relation to a time during which you lived at a previous address in the Borough, please provide the relevant addresses below:**

Address:

Postcode:

### 2. Details of information required

We have found that when people ask to see their records they do so for many different reasons. Please let us know if you are looking for something specific in your records and/or which files you wish to see (continue on a

**Information requested:**

### 3. Are you completing this form to ask for information:

- a) About yourself Please go to Question 7  
b) On behalf of someone else Please go to Question 4

### 4. If you are acting on behalf of another person please provide YOUR name and address

Title:  Mr  Mrs  Ms  Miss  Other

Surname:

Forenames:

Address:

Postcode:

### 5. What is your relationship to the person you are requesting information for?

### 6. Proof of authority

If you are asking for information about someone else you must provide written evidence that you have the authority to act on behalf of that person e.g. proof of guardianship; power of attorney. This must be the original and not a photocopy.

### 7. Proof of identity

If you are completing this form about yourself you must provide **two** forms of identification. Suitable proof includes: driving licence, birth certificate, passport or similar document. The documents must be originals; photocopies are **not** acceptable. All documents will be returned to you as quickly as possible.

If you are completing the request on behalf of someone else you must **also** provide two forms of proof of your identification.

### 8. Declaration

I certify that the information provided on this form is true. I understand the council is obliged to confirm proof of identity/authority and that it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature

## 9. Before returning this form please check you have:

|Enclosed proof of the identity of the person the information is about (data subject) (see 7)

Enclosed proof of your authority to act on behalf of the data subject? (see 6)

Enclosed proof of your identity if acting on behalf the data subject is about (see 7)

## 10.Data Protection

Ashford Borough Council is the data controller for any personal information collected during the process of making an information request. Your information will be used to administrate your request, and processing is being conducted relying upon the legal obligation placed upon the council under the General Data Protection Regulation. Your data may be shared with other departments within the council for the purpose of responding to your request. We will not share your information with any third parties unless we are required or permitted to do so by law. Your information will be retained along with your request for 2 years. For more information about your data protection rights please see the council's data protection pages which can be found at [www.ashford.gov.uk](http://www.ashford.gov.uk) or contact the Data Protection Officer at, the Data Protection Officer, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford TN23 1PL.