

EAST CAMBRIDGESHIRE DISTRICT COUNCIL DATA SUBJECT ACCESS REQUEST FORM

General Data Protection Regulations

Under the General Data Protection Regulation (GDPR), you (the data subject) are entitled to request access to personal information held about you by East Cambridgeshire District Council; completing this form will assist us in locating your information quickly and efficiently.

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

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:		
Surname		Forename(s)	
Maiden Name and / or Former Names			
Date of Birth			
Current Address			
Postcode		Telephone No	
Email Address			
Previous Addresses (Please provide any previous addresses you feel may be of assistance to this request).			

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

Birth Certificate Driving Licence Passport 2 x Official Letters

If none of these are available please contact the Data Protection Officer for advice on other acceptable forms of identification.

Part 2 – Is the requested information about you (are you the data subject)?

No, the information is not about me (go to part 3)

Yes, the information is about me (go to part 4)

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

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:		
Surname		Forenames	
Address			
Postcode		Telephone No.	
What is your relationship to the data subject (e.g. parent, carer, legal representative)			
Do you have legal authority to request the data subject's personal information? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If the data subject is under 16, do you have parental responsibility for them? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please provide proof that you are legally authorised to act on the data subject's behalf in the form of: <input type="checkbox"/> Letter of Authority <input type="checkbox"/> Lasting Power of Attorney <input type="checkbox"/> Evidence of parental responsibility <input type="checkbox"/> Other (give details)			
Please provide proof that you are the person authorised to act on behalf of the data subject by enclose a copy of one of the following: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport If none of these is available please contact the Data Protection Officer for advice on other acceptable forms of identification.			
Part 4 – Details of the information being requested			
Please help us deal with your request quickly and efficiently by giving as much detail as possible about the information you want. If possible restrict your request to a particular council service or department, period of time or incident. If necessary continue this section on a separate page.			
Information requested:			
Information requested covers (dates)	From:	To:	
Relevant details to help us locate the information (address at the time, service or department, names of previous contacts, any file reference if known, etc.)			

Part 5 – Access to the information

We must respond to you within one month – if we feel the request is complex we may ask for an extension of this period.

Copy of information to be:

- Posted to the data subject Posted to you
 Emailed to you Collected

Part 6 – Declaration

Please read the following declaration carefully, sign and date it. Please note that any attempt to mislead in order to obtain personal information is a criminal offence and may lead to prosecution.

I certify that the information on this application to East Cambridgeshire District Council is true. I understand that 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 data subject access request and locate the correct information.

Name

Signature

Date

Part 7 – Before submitting this form please check that you have:

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

Please submit this form and accompanying documents by post or email to:

For the attention of the Data Protection Officer, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambs, CB7 4EE.

Email: dataprotection@eastcambs.gov.uk

Alternatively, you can complete this form and bring it to East Cambridgeshire District Council office at the above address. A Customer Service adviser will check your form and verify your proof of identity. The request will then be passed to the Data Protection Officer.