

Data Subject Rights Request Form

This form should be used where an individual (Data Subject) wants to gain access to, correct or restrict the use of the **personal data** that we hold about you. You may also use this form if you wish your personal data to be destroyed. There is no charge for making a request. Please complete the form, provide 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

Postcode

If the Data Subject has lived at this address for **less than 2 years**, please tell us their previous address

Postcode

Telephone Number

Email Address

Question 2 What are your Personal Details?

(a) Are you the Data Subject? Yes No

If you answered 'Yes', please go straight to Question 3

If you answered 'No' please provide your information on the following page.

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Full Name

Address

Postcode

Telephone No.

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

What is your relationship to
the Data Subject?

(c) If you are **NOT** the Data Subject, please describe your entitlement to receive details of their Personal Data and the written authority enclosed from the Data Subject which supports this entitlement- if appropriate. This may include Lasting Power of Attorney, a signed letter of consent or proof of parental responsibility.

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

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

We prefer to see original documents for security purposes, these can be taken to any of the council's One Stop shops in Kingswood, Patchway or Yate. However, in some circumstances we can also accept a clear and legible copy of these documents in the form of a photocopy, a scan or a photograph. If you send original documents, 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. If you are applying on behalf of someone else, or for someone under the age of 18, you must confirm **your identity** by providing the documents listed in section (a) and (c).

- i) Full Valid Driving license
- ii) UK Birth Certificate or UK Certificate of Registry of Birth or UK Adoption certificate
- iii) Full Valid Current Passport or ID Card or Biometric Card 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 their identity, you must also supply original documentary evidence to confirm the data Subject's change of name.

(b) If you are under the age of 18, you do not need to provide proof of address. (Please tick if applicable) If you are applying **on behalf of** someone who is under the age of **18- you** will still need to provide proof of your identity and address.

(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, or water bill in the Data Subject's name issued in the last three months
- ii) Council Tax demand in the Data Subject's name issued within the last year
- iii) Bank, building society or credit card statement in the Data Subject's name issued with the last three months
- iv) Letter to the Data Subject from a solicitor, social worker, probation officer or prison officer issued within the last three months

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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

Print Name

Date

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, Feedback and Information
Governance 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

or by Email to:

CAHdataprotection@southglos.gov.uk

or

ECSFeedback@southglos.gov.uk

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.