**GENERAL DATA PROTECTION REGULATION (GDPR) & DATA PROTECTION ACT (2018)**

**SUBJECT ACCESS REQUEST FORM**

**SECTION 1 – APPLICANT (TO BE COMPLETED IN ALL CASES)** Please place a tick in the box for one of the following:

I am requesting access to my personal information [ ]

I am requesting information on behalf of someone else [ ]

**SECTION 2 – PERSONAL INFORMATION (TO BE COMPLETED IN ALL CASES)**

|  |  |
| --- | --- |
| Surname\* |  |
| Forename\* |  |
| Title: Mr/Mrs/Miss/Ms/Other\*\* |  |
| Date of Birth\* |  |
| Address\* |  |
| Telephone Number\*\* |  |
| Email Address\*\* |  |
| Previous Names\*\*\* |  |
| Previous Addresses\*\*\* |  |

\**Required information.* \*\**Preferred information.* \*\*\**Only required if relevant to your request.*

**SECTION 3 – REPRESENTATIVE’S INFORMATION (completed if you are applying on someone else’s behalf)**

|  |  |
| --- | --- |
| Relationship to the person you are requesting information for\* |  |
| Surname\* |  |
| Forename\* |  |
| Title: Mr/Mrs/Miss/Ms/Other\*\* |  |
| Address\* |  |
| Telephone Number\*\* |  |
| Email Address\*\* |  |

\**Required information.* \*\**Preferred information.*

Please use the sections below to explain your entitlement to receive someone’s personal data (for example: signed authority, Lasting Power of Attorney, or Parental Responsibility). Proof of your entitlement will be required.

|  |
| --- |
|  |

**SECTION 4 – YOUR REQUEST.** Please provide details of specific information you require, together with relevant dates.

|  |  |
| --- | --- |
| Details of specific information required | Dates information relate to |
|  |  |

**SECTION 5 – IDENTIFICATION**

You must provide **two** forms of identification to confirm the identity of the person whose information is to be released, one which confirms their identity and must be photo ID and one which confirms their current address. Please provide one document from each list below. Photocopies are acceptable.

**Note:** If you are a representative applying on someone’s behalf, youmust also provide two forms of identification which confirm your identity and current address.

**Acceptable proof of identity:**

**\***Current Passport or EU Identity Card **\***Birth Certificate

**\***Unexpired photo card driving licence (full or provisional)

**Acceptable proof of current address:**

**\***Utility bill dated within the last three months **\***Council Tax bill for current year

**\*** Unexpired old style paper driving licence **\***Bank statement dated within the last three months

**\***Benefits Agency/State Pension correspondence (on letterhead) dated within the last three months

**SECTION 6 – DECLARATION - Please select one of the following statements**

|  |
| --- |
| **[ ]** I wish to receive a copy of my personal records**[ ]** I confirm I give my consent for my representative to receive a copy of my personal records on my behalf**Signed:****Date:** |

**SECTION 7 – REPRESENTATIVE’S DECLARATION**

**WARNING** it is a criminal offence to obtain another person’s information by deception.

|  |
| --- |
| I confirm I am the appointed representative of the person whose information is to be released. I wish to receive a copy of their personal records.**Signed:****Date:** |

**Where to send your application and appropriate identification**

**By Post to:** Nottinghamshire County Council

 Complaints and Information Team

 County Hall

 West Bridgford

 Nottingham

NG2 7QP

**By email to:** accessto.records@nottscc.gov.uk

If you have any queries regarding this form, please call 0115 9772788.