



## **Broxtowe Borough Council Subject Access Request Form**

### General Data Protection Regulations 2016 – Subject Access Request Form

The General Data Protection Regulations (GDPR) 2016 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide proof of your identity. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

#### Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

#### Administration fee:

There is not a charge for Subject Access Requests.

**Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.**

Section1

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____
Surname / Family Name:
First Name(s)/Forenames:
Previous Names:
Address:
Post Code:

Previous Addresses:
Post Code:

Day Time Telephone Number (s):
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I am enclosing the following copies as proof of identity (2 items):

Birth certificate

Driving Licence

Passport

An official letter to my address

**If none of these are available we will not be able to process your request.**

Personal Information

Please indicate to which dates the information relates:

From:

to:

Please state what information you require:

Please state which sections/departments you want the information from:

Please tell us if you know in which capacity/format the information is being held:

Employment records

If you are now, or have been employed by Broxtowe Borough Council and are seeking personal information in relation to your employment please provide details of your Staff number and Dates of employment.

Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Broxtowe Borough Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

## Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title: Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_

Surname / Family Name:

First Name(s)/Forenames:

Previous Names:

Address:

Post Code:

Day Time Telephone Number (s):

Please provide proof of identity as detailed on page 1.

I am enclosing the following copies as proof of identity (2 items):

Birth certificate

Driving Licence

Passport

An official letter to my address

**If none of these are available we will not be able to process your request.**

What is your relationship to the data subject? (e.g. parent, carer, legal representative)

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

Letter of authority Lasting or Enduring Power of Attorney

Letter from Data Subject authorising disclosure

Authorised person – Declaration (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject. I understand that Broxtowe Borough Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

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I wish to:

Receive the information in electronic format\*

Collect the information in person

*\*(some files may be too large to transmit electronically and we may have to supply in CD format)*

Please send your completed form and proof of identity to:

The Information Governance Officer  
Broxtowe Borough Council  
Foster Avenue  
Beeston  
Nottingham  
NG9 1AB

Or alternatively email to:

[DP@broxtowe.gov.uk](mailto:DP@broxtowe.gov.uk)

Broxtowe Borough Council will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with Broxtowe Borough Council's retention policy, will be disposed of in a safe and secure manner.