



## General Data Protection Regulation 2016

### Data Protection Subject Access Request Form

#### Section A: Personal Details

If you are asking for information about *yourself* please fill in Sections A and B

If you are asking for information about *someone else* on their behalf, please also fill in Section C.

**Surname** \_\_\_\_\_ (Mr/Mrs/Ms/Miss)

**First Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Previous Surname (if applicable)** \_\_\_\_\_

**Address**  
\_\_\_\_\_  
\_\_\_\_\_

**Postcode** \_\_\_\_\_ **Daytime Tel. No.** \_\_\_\_\_

**Email** \_\_\_\_\_

If you have lived at this address for less than two years please let us know your previous address:

\_\_\_\_\_  
\_\_\_\_\_

You can access personal data held about yourself by a number of services. If you are only interested in a specific service, selecting it will enable us to process your request more quickly. Please indicate which services you would like to access:

- |                            |                          |                              |                          |
|----------------------------|--------------------------|------------------------------|--------------------------|
| Council tax/business rates | <input type="checkbox"/> | Benefits                     | <input type="checkbox"/> |
| Housing/Homelessness       | <input type="checkbox"/> | Planning                     | <input type="checkbox"/> |
| Environmental              | <input type="checkbox"/> | Communities/leisure services | <input type="checkbox"/> |
| Human Resources            | <input type="checkbox"/> | All council services         | <input type="checkbox"/> |

Other (please give details) \_\_\_\_\_

In addition can you please complete the box below with specific details of the information you require.

In order to confirm your identity, we will need to see two forms of identification, one from each of the following groups:

**Group 1 (photographic ID)**

- Passport
- Proof of age card
- Work ID or student ID
- Driving Licence
- Travel pass
- Other membership card with photo

**Group 2**

- Utilities bill (less than 3 months old)
- Council Tax bill (less than 3 months old)
- Current bank or building society statement
- Pension book

Please do not send original documents. You can present your documents at the Town Hall where they can be copied for you.

If you are applying on behalf of another person, you will need to show proof of your identity as well as theirs, plus proof that you have permission to act on the data subject's behalf.

We will accept one of the following as proof:

- A signed declaration by the data subject
- A signed declaration by a health professional, police officer or MP confirming that the data subject is unable to make the request themselves
- A document confirming that you are the parent or guardian of the data subject (if this is the case and the data subject is a minor)

**Section B: Data Subject Declaration**

I wish to access personal data that Rother District Council processes for the purpose of providing me with council services. I have ticked the box beside all the services I will to access at this time.

I understand that the Council may need more information from me to find the personal data that I have requested. I will receive a reply to my query within one month; this period will begin once I provide all the information needed to find my personal data.

I confirm that I am the Data Subject and not someone acting on his/her behalf.

Please send me the information I am entitled.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section C: Agent's Declaration**

I wish to access personal data that Rother District Council processes for the purpose of providing the data subject, named in Section A, with council services. I have ticked the box beside all the services I wish to access at this time.

I understand that the Council may need more information from me to find the personal data that I have requested. I will receive a reply to my query within one month; this period will begin once I provide all the information needed to find the data subject's personal data.

I confirm that I act on behalf of the Data Subject and have provided proof of my authority to do so.

Please send me/the data subject (*delete as appropriate*) the information he/she is entitled to.

**Surname** \_\_\_\_\_ **(Mr/Mrs/Ms/Miss)**

**First Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Previous Surname (if applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Postcode** \_\_\_\_\_ **Daytime Tel. No.** \_\_\_\_\_

If you have lived at this address for less than two years please let us know your previous address:

\_\_\_\_\_  
\_\_\_\_\_

**Relationship to the data subject** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return the completed form with proof of ID, to:

Data Protection Officer  
Rother District Council  
Town Hall  
Bexhill-on-Sea  
East Sussex TN39 3JX  
Tel. 01424 787000  
Email. [foi@rother.gov.uk](mailto:foi@rother.gov.uk)

## **Privacy Policy Statement**

Rother District Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 1998. We collect and use your personal data in order to provide services you have requested from us or to carry out our legal obligations to you. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you or we are legally required to do so. We may share your personal data with other Council departments in order to provide the service you have requested and to ensure that the information we hold about you is accurate and up to date.

Our Privacy Policy sets out how we collect, use and securely hold your data and can be viewed at: [www.rother.gov.uk/privacypolicy](http://www.rother.gov.uk/privacypolicy). If you want more information on how a particular Council service uses your personal data, please view the Privacy Notices under 'Related Documents' on our website using the following link:

[www.rother.gov.uk/privacypolicy](http://www.rother.gov.uk/privacypolicy).