



Data Protection Act 1998 – Subject Access Request Form

This form is used to confirm the identity of the data subject, the identity and authority of the applicant (where applicable) and to assist us locate the requested information. Please complete the form and send it to the address stated below. If you have any questions please call 01438 242218 or email: FOI@stevenage.gov.uk

Section 1 – Details Of The Data Subject

Title (Mr/Miss/Ms/Other)	
Surname	
Forename(s)	
Date of Birth	
Address (No./Street)	
Town/City	
Postcode	
Contact Number	
Email Address	

Previous Address: (If current address is less than 3 years)

Section 2 – What are your personal details?

(a) Are you the data subject? Yes No

If have answered “Yes”, go straight to Section 3 on page 3. Otherwise please provide details below:

Your full name	
Address	
Postcode	
Contact number	
Email Address	

(b) Please state your relationship with the data subject that leads you to make this request for information (i.e. Family Member/ Solicitor/ Legal Guardian)

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(c) Are you acting **on behalf** of the Data Subject with their written consent? If so, please provide evidence that you have their permission to act (i.e. signed letter of authority)

Please state the evidence you have enclosed which supports your right to access the requested information: _____

Section 3 – Confirming Your Identity & Address

(a) Proof of Your Identity: Please send or bring us the original of one of following:

- Full valid current passport /valid photo ID driving licence
- Birth Certificate or Certificate of Registry of Birth or Adoption Certificate

(b) Proof of Your Address: Please send or bring us the original of one of following:

- A recent bank/ financial statement
- A recent utility/ council tax bill

(c) If applying on behalf of another person: You will need to show proof of your own identity AND theirs plus proof that you have permission to act on their behalf.

Section 4 – What information is requested?

To help us identify the information you are requesting, please provide full details of the requested information. If known, please include the council service(s) that may hold this information and a start and end date for the requested information.

Council Service(s): _____

From: _____ **To:** _____
(dd/mm/yyyy) (dd/mm/yyyy)

Description of Information:

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.....
.....
.....
.....

Please note: The Council reserves the right to charge a fee of £10 for access request applications (cheques made payable to Stevenage Borough Council).

Section 5 – Declaration

I confirm that I am either the data subject, or acting on their behalf. I confirm the information given in this form is true. I am aware that it is an offence to unlawfully obtain personal information. I understand that it is necessary for the council to confirm my/data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information. I also understand the council reserve the right to charge a fee of £10 for access request applications.

Signed:

Print name:

Date

Please send or bring the completed form and enclosures to:

**Legal Services
Stevenage Borough Council
Daneshill House
Danestrete
Stevenage
Hertfordshire
SG1 1HN**

Note: Delivery by Post: We recommend that you send your completed form and documents by 'signed for delivery'. The council will return all original documents as soon as possible via recorded delivery.

Delivery in Person: If you deliver your completed form and documents in person we will verify these at the time of your visit, retain copies of those documents and return all originals to you.

Subject Access Request Form – FOR OFFICE USE ONLY

Check the completed form is legible and you are satisfied with the applicant's identity. Then complete the section below accordingly:

1. Subject access request form checked and is legible:

Yes Applicant's Name: _____

2. **Two** forms of identification are required. Identification documents verified? Please tick, as appropriate

Proof of Identity (tick one of the options)	Proof of Address (tick one of the options)
<input type="checkbox"/> Passport	<input type="checkbox"/> Bank Statement
<input type="checkbox"/> Photo ID Driving Licence	<input type="checkbox"/> Utility Bill
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Council Tax Bill
<input type="checkbox"/> Other, please specify below	<input type="checkbox"/> Other, please specify below

3. Is a £10 fee being charged for this application?

Yes No (Has the applicant been informed?)

4. Method of payment

- Cash
- Cheque
- Postal Order

5. Confirmed written signed authority provided from the Data Subject?
(If applicant is **not** the data subject)

Yes

Officer's Name: _____

Officer's Signature: _____

Date: _____