

General Data Protection Regulation (GDPR) Subject Access Request Form

Section 1 – The Request for Information

Question 1 – I would like to request information held about:

Name	
Mr/Mrs/Ms/Miss:	Date of birth:
Address:	Telephone number(s):
Postcode:	Email:

Are you the person named in question 1? If **yes** go to question 3 and 4. If **no** go to question 2, 3 and 4.

Question 2 – If you are requesting information about or on behalf of someone else, please give your details and answer the following questions:

Name	
Mr/Mrs/Ms/Miss:	
Address:	Telephone number(s):
Postcode:	Email:
What is your relationship to the person named in question 1?	
Is the person named in question 1 deceased?	If the person named in question 1 is deceased please provide date of death:

Question 3 – A little bit about the person whose information is being requested

The more information you can supply about the person whose information is being requested the easier it will be for us to locate the information and the faster we can complete your request. Please tell us as much as possible about the person named in question 1:

Any previous names you may be known by e.g. Maiden Name, Nicknames or Alias's:	
The names of anyone you think might be related to your request, such as the names of your children or grandchildren:	

How long have you been a resident of North Lincolnshire? If exact time not known please give an estimate:	
Please tell us anything else you think could help us to identify your information, for example any teams you have been known to and any previous addresses:	

Question 4 – A description of the information being applied for

In order to assist us in processing your application as quickly as possible, please list below the information you are interested in obtaining. If possible, please record the names of the departments you have had involvement with and any certain dates. The more specific your request, the faster we will be able to respond.

Description of the information you are requesting and the date period you are interested in:
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Section 2 – Proof of Identity

If you are requesting your **own** information, please complete part 1 and if you are requesting **someone else's** information, please complete part 2.

Please note we must see or original documents and cannot accept copies

Part 1 - Identification			
We require two forms of identification. Please submit one item from group 1 and one item from group 2 and tick to indicate the forms of identification you have submitted.			
Group 1			
Full valid UK Driving Licence		Adoption Certificate	
Current and Valid Passport		HM Forces ID Card	
UK Birth Certificate, Certificate of Registry of Birth		EU National Identity Card	
If your name is now different from that shown on the document you are submitting you must supply documentary evidence to confirm the change of name			
Marriage Certificate		Deed Poll	
Decree Nisi papers		Decree Absolute	
Statutory Declaration		Other (please detail)	

Group 2			
Any item from this section must be in your name, at the address given in Section 1 (Question1) and must be dated within the last three months			
Utility (gas, electricity, water, telephone)		Vehicle Registration Document	
Council Tax demand for the current year		TV Licence	
Bank, Building Society or Credit Card Statement		Mortgage Statement	
Letter from Solicitor / Social Worker or Probation Officer		Letter from GP	

Part 2 – Requests on behalf of others		
If you are requesting information on behalf of someone else we need to make sure you are authorised to receive this information and to act on their behalf. Please select one of the options below:		
I am the legal guardian of a child not considered mature enough to understand their rights and therefore make their own request If yes , please complete and submit the form in Section 3 and or provide a copy of one of the following four items:	Yes	No
(a) Child's Birth Certificate	Yes	No
(b) Court Orders	Yes	No
(c) Custody Arrangement Documents	Yes	No
(d) Parental Responsibility Document	Yes	No
I have the written consent of the person in Section 1 (Question 1). If yes , please complete and submit the form in Section 3.	Yes	No
I am legally authorised to act on behalf of the person in Section 1 (Question1). If yes , please complete and submit the form in Section 3 and or provide a copy of one of the following four items:	Yes	No
(a) Court of Protection	Yes	No
(b) Court Appointed Deputy	Yes	No
(c) Lasting Power of Attorney (Finance and Property)	Yes	No
(d) Lasting Power of Attorney (Personal Welfare)	Yes	No
If you did not select ' yes ' for any of the above options but still feel you are entitled to access the information, please write a short explanation of why below:		

North Lincolnshire Council reserves the right to seek further evidence if there is any doubt as to the identity of the data subject or the person requesting information on their behalf

Section 3 – Consent Form

To be completed by the person listed in Section 1 (Question 1) if the application is made by someone else:

I _____ do hereby authorise _____ to

request and access by personal information held by North Lincolnshire Council and as requested in Section 1 (Question 4).

Signature Date

Section 4 – Declaration

Under the terms of the General Data Protection Regulation (GDPR) I request a copy of my personal information as described in Section 1 (Question 4). I confirm this is the only personal information that I am requesting access to and that the information given on this form is true and accurate.

Signed _____

Print Name _____

Date _____

Please check you have:

- (a) Completed all relevant parts of the form.
- (b) Provided Proof of Identity (Section 3)
- (c) Signed the applicants declaration above (Section 4)

Please send this form and all documentation to: (We advise that you use a secure method of postage)

Information Governance Team
North Lincolnshire Council
Church Square House
31-41 High Street
Scunthorpe
DN15 6NL

Alternatively please hand your completed form and related documentation to any Local Link Office.