



## Data Protection Application for Subject Access

### How to complete this application

Please read the booklet 'Access to Your Personal Information', which will help you to understand what the Council will do in response to your request and explain what information you are able to see.

In order to ensure that you see all of the personal information about yourself that you wish to, please complete Section 5 as fully as you can. This will help us to locate your information quickly and will avoid undertaking searches of our record systems that could not possibly hold any information about you.

If you need any assistance in completing this application form a Council officer who you have regular contact with will be able to help you. If not you can contact the Data Protection Officer on 01793 445500

If you are appointing an Agent to act on your behalf

I would like my agent: .....

Of.....Solicitors:

to deal with this application on my behalf and attach a signed authorisation form.

### 1) Personal details

Title: .....

Surname: .....

First name(s): .....

**Proof of ID** Please enclose a copy of Driving Licence/Passport and Latest Utility Bill. **If applying on behalf of a child please see section 4**

Please tick box  if you require Proof of ID to be returned.

If you do not want your proof of ID returned, it will be disposed off securely.

Date of birth\*:

*\* You do not have to provide your date of birth, but it may help us to confirm your identity.*

**2) Address**

.....

Postcode:

.....

Daytime Telephone No.....

**3) Previous address (if you have moved within the last 12 months)**

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

**4) If you are requesting information on behalf of a child**

**Details of data subject (child)**

If the child is 13 years or over but under 18 years of age consent from the child is also necessary.

Name of child.....

DOB.....

**Consent of child(13 or older)**

Signature.....

Print Name..... Dated.....

I give consent for..... to access information on my behalf.

**You will also need to supply proof of relationship between yourself and the child named above either a copy of the child's birth certificate or documentary evidence of an approved child benefit award.**

**5) Personal information that you wish to access**

In what capacity are you known to the Council (e.g. Housing Benefit claimant, Social Services client, Council housing tenant, employee of the Council etc.)?

Can you tell us in which area (or areas) of the Council's service provision the personal information that you wish to see is held, (e.g. Housing Benefits, Council Tax, Social Services, Education, Trading Standards, etc.)?

Can you tell us the approximate date (mmm/yyyy) from which you wish to see the personal information that we hold about you? e.g from Jan 2001 – we will provide copies of your personal information from January 2001 until the current date.

If you have had regular contact with a specific Council officer could you please tell us who this is? It may help us to locate your information more quickly.

**6) Access to manual records (paper records or files)**

I would also like to see any personal information held in manual records for the purpose, or purposes, that I have listed in Section 5 of this form.

Yes:

No:

**7) Collection**

Where ever possible and in order to reduce costs, information should be collected from the Council Offices.

Contact will be made when information is ready for collection.

**8) Declaration**

I confirm that the information given by me on this subject access request form to Swindon Borough Council is true, and I understand that Swindon Borough Council may need more information to confirm my identity/ that of the data subject and to locate the information that I am requesting.

Signature of Applicant (or Agent): .....

Date: .....

**Please return this form to:**

**Data Protection Officer  
Swindon Borough Council  
Civic Offices  
Euclid Street  
Swindon SN1 2JH**

You should receive an acknowledgement of this request within **10** working days of receipt. If you have not please contact the Data Protection Officer on **01793 445500**

**For Office use only**

SA Enquiry No.

Amount:

ID Verified  document provided : Driving License/Birth Certificate or Latest Utility

Bill (Delete not applicable)

Date acknowledgement sent:

Date responded: