



Request for Access to Personal Information – Subject Access Request

You have the right to enquire of any organisation about whether they hold personal information about you and, unless an exemption applies, to receive a copy of that information.

A data subject is the individual about whom the personal data relates. If you are applying for information about yourself, then you are the data subject. If you are acting on behalf of the data subject, please also complete Section 2 of this form.

Section 1 information about yourself (or the data subject if you are applying on behalf of someone else)

Data subject details - PLEASE USE BLOCK CAPITALS

| | |
|--|----------------------|
| Title | <input type="text"/> |
| Surname/ Family Name | <input type="text"/> |
| First Names/ Forenames | <input type="text"/> |
| Date of Birth | <input type="text"/> |
| Address | <input type="text"/> |
| Post code | <input type="text"/> |
| Previous addresses (within the last 2 years) | <input type="text"/> |
| Daytime telephone number(s) (in the event of a query) | <input type="text"/> |
| e-mail address (in the event of a query) | <input type="text"/> |

Section 2

Please complete this section of the form with your details **if you are acting on behalf of the data subject (see note B)**

Agents details - PLEASE USE BLOCK CAPITALS

| | |
|---|----------------------|
| Title | <input type="text"/> |
| Surname/ Family Name | <input type="text"/> |
| First Names/ Forenames | <input type="text"/> |
| Date of Birth | <input type="text"/> |
| Address | <input type="text"/> |
| Post code | <input type="text"/> |
| Daytime telephone number (in the event of a query) | <input type="text"/> |
| e-mail address (in the event of a query) | <input type="text"/> |

Section 3 Proof of Identity (see note C)

Whilst we will do our utmost to confirm your identity from the information provided above and records we hold internally, in the event that we cannot verify your identity we may ask for further proof.

We will contact you further should we require any clarification

Helping us find the information

It will help your application if you can be specific with your request. Please state in your own words what information you require, including details of any contact with Wyre Forest District Council or reason why you believe we have personal information about the data subject in our files.

Declaration

I understand that it may be necessary for Wyre Forest District Council to obtain more detailed information in order to be satisfied about my identity and to be able to locate and collate the correct personal data.

I confirm the information that I have supplied in this application is correct, and I am the person to whom it relates/ appointed agent **(delete as appropriate)**.

Signed Dated

Once complete please return this form to;

The Data Protection Officer
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF

[Alternatively e-mail: dataprotection@wyreforestdc.gov.uk](mailto:dataprotection@wyreforestdc.gov.uk)

Checklist

- Is your contact information correct?
 - Have you signed the form?
 - Have you completed all the sections?
 - Have you provided the information to assist us in searching for the data?

Notes

Note A - If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide **proof of your right to act on their behalf.**

Note B – Proof of identity

Wyre Forest District Council has a duty to ensure that the information it processes is secure, we will only provide the information relating to you if we are satisfied regarding your identity i.e. that you are entitled to the information.

Wyre Forest District Council does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information we hold about you may identify another person, you may wish to obtain that person's written consent (to you being given his/her information).

This proof of consent should be submitted to us with this application.

What happens next?

Once the identity of the requestor(s) has been determined we then have 30 calendar days in which to respond to your request.

