

Subject Access Request Form

Data Protection Act 2018/GDPR

1. Your details (Please print clearly in black pen)

Surname _____ Date of Birth _____

Forename(s) _____

Address _____

Postcode _____ Tel no (incl. STD code) _____

2. Proof of Identity

Please provide proof of identity (at least one of the following):

Passport Birth Certificate Driving Licence

If you do not have any of the above please provide details of any information which would allow the Council to confirm your identity e.g. a reference/customer number known only to you and the Council

3. Is it your own information you seek? Yes No

4. If no, details of person whose information you seek?

Surname _____ Date of Birth _____

Forename(s) _____

Address _____

Postcode _____ Tel no (incl. STD code) _____

5. Why are you entitled to this information?

Please attach/enclose relevant documentation to support this claim

		<i>Please provide</i>
Parent of Child	<input type="checkbox"/>	birth certificate
Agent of Data Subject	<input type="checkbox"/>	letter of authority
Hold power under Adults with Incapacity Legislation	<input type="checkbox"/>	court order or power of attorney

6. Details of request

Which Council Department or Service do you wish to obtain information from?

Please give us as much information as possible to allow us to identify the material you require

Service

In connection with.....

7. Additional Information

8. Privacy Notice

The information provided by you on this form will be used only to process your subject access request. It will be retained by the Council for the period outlined in the Council's retention schedule which can be found at: <http://www.eastrenfrewshire.gov.uk/retention-schedule>

Signed _____ Date _____

This form should be returned by post to Records Manager, East Renfrewshire Council, Council Headquarters, Eastwood Park, Giffnock, G46 6UG or emailed to subjectaccess@eastrenfrewshire.gov.uk

The information provided by you on this form will be used only to process your subject access request. Our Privacy Policy provides further information about your information rights. It can be viewed on our website by clicking on this link <https://www.eastrenfrewshire.gov.uk/privacy>

To find out how long we retain information for please view our retention schedule at <https://www.eastrenfrewshire.gov.uk/records-management>

For official use:

Date received:

Reference number: