**Data Subject Rights Request Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(SECTION A) DATA SUBJECT DETAILS:** |  |  |  |  |  |
| Title | Mr [ ]  | Mrs [ ]  | Miss [ ]  | Ms [ ]  | Other: [ ]  |
| Surname |  |
| First Name(s) |  |
| Current AddressPostcode |  |
| Preferred contact number |  |
| Email address  |  |
| Date of Birth |  |
| Please state which documents you have provided to confirm your identity | Driving Licence: [ ]  | Passport: [ ]  |
| Birth Certificate: [ ]  | Other: [ ]  (Please state below)  |
| Please state how the above documents have been shared with us | Sent by email to data.protection@adur-worthing.co.uk: [ ]  | Presented in person: [ ]  | Sent by post: [ ]  |
| Details of data stored and processed by Adur and Worthing Councils in respect of this request. Please include, where possible the following information;* The department(s) within the council where the information is held
* Any applicable date(s)
* Relevant reference numbers or codes

Any other information you feel may assist the council in locating the information |  |
| Please state which data subject right do you wish to exercise | [Rectification](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-rectification/): [ ]  | [Erasure](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/): [ ]  | [Restrict processing](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-restrict-processing/): [ ]  |
| [Data Portability](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-data-portability/): [ ]  | [Objection to Processing](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-object/): [ ]  | [Automated decision making](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/rights-related-to-automated-decision-making-including-profiling/): [ ]  |
| **(SECTION B) DETAILS OF PERSON REQUESTING THE EXERCISING OF THE DATA SUBJECT’S RIGHTS:**Are you requesting the exercising of the data subject’s rights for yourself (the Data Subject)?If ‘No’, Are you acting on behalf of the data subject with their [written] or other legal authority?If ‘Yes’, please state your relationship with the data subject (e.g. parent, legal guardian or solicitor) |  Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| **Please enclose proof that you are legally authorised to obtain this information.** |
| Title | Mr [ ]  | Mrs [ ]  | Miss [ ]  | Ms [ ]  | Other: [ ]  |
| Surname |  |
| First Name(s) |  |
| Current AddressPostcode |  |
| Preferred contact number |  |
| Email address |  |

**DECLARATION**

Please complete either declaration Box A or Box B

**Box A**

Please complete if you are exercising your rights as a data subject

I, ………………………………………………………, the undersigned and the person identified in above (Section A), hereby request that Adur and Worthing Council exercise the rights of the above data subject.

Signature: Date:

Rights Request Form completed by (data subject’s name): …………………………………………

**Box B**

Please complete if you are exercising data subject rights on behalf of someone else

I, ………………………………………………………, the undersigned and the person identified in above (Section B), hereby request that Adur and Worthing Council exercise the rights of the data subject identified above.

Signature: Date:

Rights Request Form completed by (data subject’s representative’s name): …………………………………………

Forward this form immediately to Adur and Worthing Council’s Data Protection Officer. Adur and Worthing Council will respond within 1 month of the signature date. In cases of requests with a complex nature, Adur and Worthing Council will provide a reasonable explanation and extend the response time to three months.