**Subject Access 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 |  |
| Details of identification provided to confirm name of data subject, i.e. passport, driving license |  |
| 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 |  |
| **(SECTION B) DETAILS OF PERSON REQUESTING THE INFORMATION:**Are you requesting access 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 requesting data for yourself

I, ………………………………………………………, the undersigned and the person identified in above (Section A), hereby request that Adur and Worthing Council provides me with the data about me identified above.

Signature: Date:

Subject Access Request form completed by (employee name): …………………………………………

**Box B**

Please complete if you are requesting data on behalf of someone else

I, ………………………………………………………, the undersigned and the person identified in above (Section B), hereby request that Adur and Worthing Council provides me with the data about the data subject identified in above.

Signature: Date:

Subject Access Request form completed by (employee 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.