

**APPLICATION FOR ACCESS TO PERSONAL INFORMATION**

**Section 1 Personal Details** – Please provide the details of the person who you are requesting information about (the data subject)

Title: Mr/Mrs/Miss (Other)………………………………………………………………………………..

Surname ……………………………………………………………………………………………………………

First Name(s) …………………………………………………………………………………………………….

Date of Birth ……………………………………………

Home Address:

………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………….

Post Code ……………………………………………….

Additional Information: Please include any other names you may have been known by (where applicable): …………………………………………………………………………..

Previous Home Address (If the information you are requesting refers to previous addresses you have lived at, it will assist our search if you indicate below those addresses including Post Code):

………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………….

Tel No (day) ………………………………………………………………………………………………………

Email …………………………………………………………………………………………………………………

**Section 2 – Are you the data subject?**

Please tick one of the following:

I am …

The person named in Section 1

Making this request on behalf of the person named in Section 1

**If you are the person named in Section 1 please provide:**

1. **Proof of identity**

(Photocopy of passport, driving licence, birth certificate, residency permit)

1. **Proof of address**

(Utility bill, bank statement, credit card statement, current driving licence, current tv licence, council tax bill, HMRC tax document)

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

**If you are making this request on behalf of the person named in section 1, please state the nature of your relationship and provide supportive evidence which shows your entitlement, or authority to make this application on behalf of the data subject.**

Accepted forms of evidence include:

* Parent – copies of child birth certificates
* Legal Representative – Notice of acting/client form
* Person named on a Court Protection Order – Copies of court protection order
* Their advocate – Written and signed proof of consent etc.

Relationship to data subject:

…………………………………………………………………………………………………………………………

**Section 3 – Contact details** (Please complete this section only if you are making a request on behalf of the person named in section 1)

Full name ………………………………………………………………………………………………………….

Address …………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………….

Postcode ……………………………………

Email address ……………………………………………………………………………………………………

Telephone number …………………………………………..

**Section 4 – Departments where information is held – Please could you provide details of which department your request relates to:**

Human Resources Customer Service Centre

Council Tax Benefits

Elections Legal

Housing

Planning

Parking

Environment Health

All of the above

Other:

………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………….

To assist us in locating this information, please provide as much detail as you can about the specific information you require.

Please include information such as reference numbers, dates, time or names of staff involved etc. Please be as specific as possible.

Why is the information required? (Please note, you do not need to tell us, but it can make it easier for us to search and locate relevant information in the scope of your request if we know this.)

**Section 5 – Declaration**

I confirm that I have read and understood the terms of this Subject Access Request form and certify that the information given in this application is true. I understand that it is necessary for Eastleigh Borough Council to confirm my/the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed ………………………………………………………………………………………………………………..

Date …………………………………………………