



Subject Access Request Form

Data Protection legislation provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data and send to one of the addresses below. You will also need to provide **proof of your identity**. Your request will be processed within one month upon receipt of a fully completed form, proof of identity and address, unless you are notified otherwise.

Proof of identity:

We require proof of your identity and address before we can disclose personal data. Proof of identity can be established by providing one of the following, birth certificate, passport or driving licence. Proof of address can be established by providing one of the following, utility bill, bank statement dated in the last 6 months or driving licence.

Section 1

Please fill in the details of the person whose information is being requested (the data subject).

Title: Mr Mrs Ms Miss Other:
Surname/ Family Name:
First Name(s)/Forenames:
Date of Birth:
Address:
Post Code:

Previous Addresses:		
Post Code:		
Day Time Telephone Number (s)		

I am enclosing one of the following original documents as proof of identity:

Birth certificate* Passport* Driving Licence*

I am enclosing one of the following original documents as proof of address:

Utility bill* (dated in the last 6 months) Bank statement* (dated in the last 6months)

Driving Licence*

Delete as appropriate*

If none of these are available please contact the Data Protection Officer. (contact details below)

Personal Information Requested

Please tell us what information you are requesting, together with any names or dates or contact details you may have – please provide as much information as you can, which will help direct our searches and enable us respond to your request as soon as possible. If your request relates to employment records, social services or educational records, please leave this part blank and complete one of the boxes below.

Closed Circuit Television (CCTV)

If requesting CCTV footage you will need to provide date/time/location of footage and photographic evidence of identity and/or detailed description to allow for identification.

Employment Records

If you are now, or have been employed by Conwy County Borough Council and are seeking personal information in relation to your employment, please provide as much information as you can, which will help direct our searches and respond to your request as soon as possible.

Social Services Records

If you are requesting specific social services information, please provide as much information as you can (including any names or dates or contact details), which will help direct our searches and respond to your request as soon as possible.

Education Records

If you are requesting specific education information, please provide as much information as you can (including any names or dates or contact details), which will help direct our searches and respond to your request as soon as possible.

Section 2

Please complete this section of the form with your details if you are **acting on behalf of someone else** (i.e. acting on behalf of the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title: Mr Mrs Ms Miss Other –

Surname/ Family Name:

First Name(s)/Forenames:

Date of Birth:

Address:

Post Code:

Email Address:

Day Time Telephone Number (s)

Please provide proof of identity as detailed on page 1.

I am enclosing one of the following original documents as proof of identity:

Birth certificate* Passport* Driving Licence*

I am enclosing one of the following original documents as proof of address:

Utility bill* (dated in the last 6 months) Bank statement* (dated in the last 6months)

Driving Licence*

Delete as appropriate*

If none of these are available please contact the Data Protection Officer. (contact details below)

What is your relationship to the data subject? (e.g. parent, carer, legal representative)

I am enclosing the following documents as proof of legal authorisation to act on behalf of the data subject:

Letter of authority*

Lasting or Enduring Power of Attorney*

Evidence of parental responsibility*

Other* (give details):

Delete as appropriate*

Data Subject Declaration: (if you have completed Section 1 please complete the declaration below)

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Conwy County Borough Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

OR if you have completed Section 2 please complete the declaration below:

Authorised person – Declaration (if applicable):

I confirm that I am authorised to act on behalf of the data subject. I understand that Conwy County Borough Council is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

I wish to:

Receive the information by email*

Collect the information in person*

View a copy of the information only*

Go through the information with a member of staff*

Delete as appropriate*

Please send your completed form and proof of identity by post to one of the following as appropriate:

Information Governance Manager
Conwy County Borough Council
Bodlondeb
Conwy
LL32 8DU

Email: info-gov.unit@conwy.gov.uk

01492 574016

Social Services
Records & Archive Manager
Conwy County Borough Council
P.O. Box 1
Conwy
LL30 9GN

Email: subjectaccess@conwy.gov.uk

Education - Senior Business and MIS officer
Conwy County Borough Council
P.O. Box 1
Conwy
LL30 9GN

E-mail - Education@conwy.gov.uk

Please note - Schools are data controllers in their own right and you may therefore need to contact the school directly for any records they may hold.

Conwy County Borough Council will retain the information provided and only share the information with those it is legally entitled to. The information will only be retained in accordance with our retention policy and will be disposed of in a safe and secure manner.