Picture of unlocked padlock**Subject Access Request Form**

You have the right to request a copy of the personal information the Council holds about you. If you wish, you can authorise someone you trust to act on your behalf.

We require evidence of your identity and current address. Details of what evidence is required can be found in our [ID and Authorisation Guidance](http://www.worcestershire.gov.uk/download/downloads/id/12734/subject_access_request_identification_and_authorisation_documentation.pdf).

If you are requesting information about someone else, we also require you to supply evidence of their identity and current address. We also require written evidence that you are authorised to make a request on their behalf, and we may take steps to validate any authorisation provided. Please note that there is not an automatic right of access to the personal data of other people (including your children) and your request may be refused.

Any personal data will be provided to you by Royal Mail Special Delivery. Other methods of disclosure may be possible upon a request basis, but this depends on circumstances and is at our discretion.

The information provided on this form will be used by Worcestershire County Council solely for the purpose of processing your request to access information. Further information about our processing can be found in our [Information Governance Privacy Notice](https://www.worcestershire.gov.uk/info/20569/how_we_use_your_information/1917/information_governance_privacy_notice).

# Your Details

|  |  |
| --- | --- |
| **Title** |  |
| **First Name(s)** |  |
| **Last Name** |  |
| **Date of Birth** |  |
| **Current Address** |  |
| **Postcode** |  |
| **Email address** |  |
| **Contact telephone number** |  |
| **Previous or other names** |  |

# Tick the Statement that applies to your request

|  |  |
| --- | --- |
|  | I’m only requesting information about me (**please complete sections 6, 7 and 9**) |
|  | I’m requesting information on me and someone else who is under 12 or who lacks mental capacity (**please complete sections 3, 6, 7 and 9**) |
|  | I’m requesting information on me and someone else who is aged 12 or over (**please complete sections 4, 6, 7, 8 and 9**) |
|  | I’m representing someone else and only requesting information about them (**please complete sections 5, 6, 7, 8, and 9**) |

# Someone else who is under 12 or who lacks mental capacity

|  |  |
| --- | --- |
| **Title** |  |
| **First Name(s)** |  |
| **Last Name** |  |
| **Previous or other names** |  |
| **Date of Birth** |  |
| **Current Address** |  |
| **Postcode** |  |
| **Your relationship to this person (e.g. parent, guardian, solicitor, holds power of attorney)** |  |

If you wish to include more individuals, please provide the same details on a separate sheet.

# Someone else who is aged 12 or over

|  |  |
| --- | --- |
| **Title** |  |
| **First Name(s)** |  |
| **Last Name** |  |
| **Previous names or other names** |  |
| **Date of Birth** |  |
| **Current Address** |  |
| **Postcode** |  |
| **Your relationship to this person (e.g. parent, guardian, solicitor, holds of power of attorney)** |  |

If you wish to include more individuals, please provide the same details on a separate sheet.

# The person you are representing

|  |  |
| --- | --- |
| **Title** |  |
| **First Name(s)** |  |
| **Last Name** |  |
| **Alias(as) / Previous names** |  |
| **Date of Birth** |  |
| **Current Address** |  |
|  |  |
|  |  |
| **Postcode** |  |
| **Your relationship to this person (e.g. parent, guardian, solicitor, holds power of attorney)** |  |

# Details of the personal information being requested

|  |
| --- |
| In order to help us identify / locate the information that you are seeking, please provide us with as much detail as possible, using a separate sheet of paper if necessary. Please note that asking for ‘everything you hold about me’ may cause significant delays in processing your request   * Please be as specific as you can by giving us the details of what information you require, the team or service you had contact with, any reference numbers, dates, officer names etc. * Please also tell us if you have been known by any other name(s) or previous addresses that you may have lived at etc. |
|  |

# Applicant Declaration

|  |
| --- |
| The information which I have supplied in this application is correct to the best of my knowledge.  I am the person to whom this request relates, or I am a representative acting on his/her behalf.  I understand that it is a criminal offense to knowingly obtain, disclose or procure the disclosure of information that I have no legal right to. |
| **Applicant signs here** |

# Data Subject Declaration

|  |
| --- |
| I confirm that I authorise my representative detailed in section 1 to make this request on my behalf and ask Worcestershire County Council to provide my representative with my personal information as described in section 6. |
| **Data Subject (person whose data is being requested) signs here** |

# Have you included everything? Tick all the applicable boxes to confirm

|  |  |
| --- | --- |
|  | All relevant sections of the form have been completed |
|  | Provided any additional information that will help us find the information you require |
|  | Provided at least two pieces of ID for you |
|  | **If applicable,** provided proof of your authorisation to access someone else’s records (e.g. proof of parental responsibility, relevant power of attorney, deputy order, letters of authorisation) |
|  | **If applicable,** provided at least two pieces of ID for the person you are requesting information about |
|  | **If applicable,** provided proof of any change of name for the person you are requesting information about if the person had a different name when they were receiving services from us (e.g. marriage certificate, deed poll) |
|  | Have you signed this form in section 7? |
|  | **If applicable,** has the person you are requesting information about signed the form in section 8? |

Please return this form and copies of all relevant documentation to: Corporate Information Governance Team, Worcestershire County Council Spetchley Road, WORCESTER, WR5 2NP

If you have any questions in relation to making a Subject Access Request or if you require any help completing this form then please contact the Corporate Information Governance Team by email to [dataprotection@worcestershire.gov.uk](mailto:dataprotection@worcestershire.gov.uk) or by phone on 01905 84 5571.