

Subject Access Request Form

Before completing this form please read the Subject Access Information Pack. Any information provided in this form will be used solely for the purpose of responding to your request.

1. Name and Contact Details of Data Subject

Name:
Address:
Telephone Number (day time):
Previous address <i>(if you have moved house in the last 12 months)</i> :

2. Data Subject or Authorised Agent

(delete as appropriate):

1.1 I am making this request on my own behalf

1.2 I would like my agent Mr/s to Act on my behalf.

If a third party is making a request on your behalf you will need to complete and attach an Agent Authorisation Form. We will not be able to deal with a request from a third party if this form is not completed.

3. Identification

In order to assist us in responding to your request and to help us prevent unauthorised disclosures of your personal data please provide a copy of a photographic ID and a recent utility bill. (See information note for further guidance.)

3.1 I have attached photocopies of the required ID

3.2 I have attached originals of the required ID and wish for them to be photocopied and returned.

4. Details of the Request

In order to assist us to meet your request please state what information you are seeking and/or what rights you are seeking to exercise.

5. Other information

Please provide any information that will assist us in locating the data you have requested. This could be details of any relevant reference numbers, dates of any correspondence or any members of staff you have dealt with.

6. Statement

I have read and understood the information contained in the Subject Access Information Leaflet. I understand that the Council may seek further information to confirm my identity as the data subject in order to ensure confidentiality. I confirm that the information I have provided is accurate.

Signature of data subject:

Date:

This form should be returned to: The Statutory Data Protection Officer, Legal Services, London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, UB8 1UW.