# 

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **THE APPLICANT – the person completing the form** | | | | | |
| Name |  | | | | |
| Address including postcode |  | | | | |
| Email address |  | | | | |
| Is the request in relation to your own information or someone else?  (please tick) | | Own |  | Someone else |  |
| If someone else, what is your relationship to them? | |  | | | |
| Which address entered on this form should be used for correspondence? (please tick) | | Applicant’s |  | Data Subject’s |  |

|  |  |
| --- | --- |
| **FULL DETAILS OF DATA SUBJECT - the person who the personal data is about** | |
| Title | e.g. Mr, Mrs, Miss, Ms, Other (please state) |
| Surname |  |
| First Name(s) |  |
| Former/Maiden names |  |
| Date of birth |  |
| The Data Subject’s current address and postcode |  |
| Preferred contact | e.g. include preferred contact method for queries i.e. email address, home or mobile telephone number |

|  |  |
| --- | --- |
| **TYPE OF DATA SUBJECT REQUEST – Please describe the request type and further details relating to this request** | |
| Access to your own personal data? | Yes/No |
| If requesting access to personal data, please provide a description of any information you specifically require and whether you require this in a portable format (please specify your preferred format) | Further information can be provided as a separate attachment where required. |
| Right to have your data rectified? | Yes/No |
| Please describe which information you are requesting to be rectified and why |  |
| Right to have your data restricted? | Yes/No |
| Please describe which information you are requesting to be restricted and why |  |
| Right to object to data use? | Yes/No |
| Please describe the nature of your concern in relation to the way your data is currently used | This may include concerns over your personal data being used to market to you or to make decisions about you |

|  |
| --- |
| **PROOF OF IDENTITY** |

You must provide two copies of official documents that contain your current name and address and a unique identifier (e.g. ref number or date of birth). Examples are household bills, driver’s licence, passport or a medical card. Please remember that your request could be delayed if you do not supply identification with the application. We may ask for proof of your relationship with the Data Subject if the application is not for your own personal data.

|  |
| --- |
| **DATA SUBJECT’S DECLARATION** |

The information that I have supplied in this application is correct and I am the person named in the Data Subject section.

|  |  |
| --- | --- |
| **Signed** | **Date** |
|  |  |

|  |
| --- |
| **GUARDIAN OR AGENT DECLARATION (if applicable)** |

The information that is supplied in this application is correct and I am authorised to act on behalf of the Data Subject.

|  |  |
| --- | --- |
| **Signed** | **Date** |
|  |  |

Note: If you are a solicitor or agent appointed by the Data Subject, please attach a signed copy of the authority to act on the Data Subject’s behalf.