



**CHORLEY BOROUGH COUNCIL
DATA PROTECTION ACT 2018**

SUBJECT ACCESS REQUEST FORM FOR PERSONAL INFORMATION

The Data Protection Act 2018 gives individuals the right to ask Chorley Council (or any other Public Authority) whether or not we hold information about them, and to ask for a copy of the information. This is known as a Subject Access Request. The individual who is the subject of the requested data is known as the Data Subject.

Please complete this form should you wish to ask for information.

1. Details of the person about who the Council is holding data (The Data Subject)

Title (e.g. Mr/Mrs/Ms/Other)	
Surname	
First Name(s)	
Former / Maiden names (where applicable)	
Other names by which you may have been known	
Date of Birth ¹ e.g. 12/12/01	
Current Address	
Postcode	
Daytime contact Telephone number ²	
Mobile number	
Email Address	

¹ You are not obliged to provide your date of birth, but it may be needed in cases where there is more than one person in a household with the same identifying details. Your date of birth will only be used for verification purposes.

² You are not obliged to disclose your telephone number, but it may help in cases where we need to contact you to clarify your request.

2. Have you lived at a previous address in the last 2 years? If you have please give the

address you have lived at previously. If you have not, please go to Section 3.

Previous addresses 1 (where relevant to this request)	
Previous Address 2 (where relevant to this request)	

3. Named Person

Are you the person named in Question 1 (Yes/No)	
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If you answered yes to the above question, please provide evidence of your identity. You are required to provide proof of identity that shows your current name and address as per section S52(4) (as set out below.) Should you wish to post your application and documents, it may be better to do so by recorded delivery. All proof of identity documents will be returned after verification.

- Copy of Driving Licence
- Copy of Passport
- Birth Certificate
- Council Tax Bill
- Utility Bill (Most recent)

For anyone currently serving a prison sentence then Prison Headed Paper giving Prison Number and signed by a Prison Officer.

NB: The Council may request additional evidence of identity if the evidence supplied is unsatisfactory.

If you are acting on behalf of the data subject you will need to enclose their written authority including a signature or other legal documentation (e.g. parental rights or power of attorney).

4. If you are the person about whom the council is holding the data please give your:

Full Name	
Current Address	
Telephone Number	
Email Address	
Mobile Number	
What your relationship is to the data subject	

You will need to enclose evidence of your identity and that of the Data Subject.

5. What information are you requesting?

Please tick the box below to indicate which type of information you are requesting

- Employment records
- Council Tax
- Benefits
- Other

If you ticked other please specify

Details of the Request

To enable us to locate the information you are requesting, please describe in detail the information you are seeking together with any relevant information such as Account Numbers, Dates, Employee Numbers etc. To assist in locating the information required, could you please provide relevant details regarding the information you require.

DEPARTMENT (e.g. Council Tax)	REFERENCE NUMBERS (e.g Council Tax Reference)	DESCRIPTION OF INFORMATION REQUIRED (e.g. Correspondence, payment records)

6. Declaration

By ticking the "I agree" box, I certify that the information given on this subject access form is true

I agree

Print Full Name

Signature

Date

Note – The Council must respond to your request within one month. However, this period does not start until the Council is satisfied about your identity, and has enough detail to locate the information you are seeking.

There may be an extension of up to three months if the request is complex or voluminous.

Please note that any attempt to obtain personal data unlawfully may lead to prosecution.

If you are not the data subject or acting on behalf of the data subject (with their written consent) but are attempting to gain access to information that you are not entitled, you will breach Data Protection legislation.

The details you provide on this form will be disclosed to officers dealing with your request and will be used within Chorley Borough Council to validate, locate and review your information.

The Council will retain your request for a period of 1 year from receipt of your request.

DECLARATION OF DATA SUBJECT'S AGENT

If you are an agent appointed by the Data Subject, please attach a signed copy of the authority from the Data Subject to act on their behalf. You will also need to provide a proof of identity for yourself as well as the Data Subject.

I certify that the information given is true and I am acting on behalf of the person to whom the information relates. I understand that it is necessary for Chorley Borough Council to confirm my identity, as well as the Data Subject's identity, and that it may also be necessary to request more details in order to locate the information requested.

Signature : Date :

Print Name :

Please note that any attempt to obtain personal data unlawfully may lead to prosecution. If you are not the Data Subject or acting on their behalf (with written authority from them), but are attempting to gain access to information that you are not entitled to, you will be in breach of the Data Protection Act 2018.

Please return this form and proof of identity to:

FOI, Chorley Borough Council, Town Hall, Market Walk, Chorley, Lancashire, PR7 1DP
Further information on the Data Protection Act 2018 and your rights can be found on the Information Commissioner's website

FOR CHORLEY COUNCIL USE ONLY

Action	Date	Received by
Application received		
Applicant's Proof of Identity checked		
Data Subject's Proof of Identity checked		
Application sent to Information Team		

Completed forms to be forwarded, on day of receipt, to FOI, Corporate Support, Chorley Borough Council, Town Hall, Market Street, Chorley, Lancashire, PR7 1DP.