

**SUBJECT ACCESS REQUEST FORM**

Please note that where the term "Data Subject" is used it refers to the person about whom the information is being requested.

1. Details of person requesting the information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

2. Are you the data subject?

YES: If you are the Data Subject please supply evidence of your identity i.e. driving licence, birth certificate (or photocopy) which will be returned promptly. (Please go to question 5)

NO: Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed. (Please complete questions 3 and 4)

3. Details of the Data Subject (if different to 1.)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

\_\_\_\_\_

\_\_\_\_\_

5. In order to assist the Council in locating the relevant information, please detail your requirements below:

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Please sign the declaration below and note that any attempt to mislead may result in prosecution.

I, \_\_\_\_\_ certify that the information given on this application form to Gosport Borough Council is true. I understand that it is necessary for the Council to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature: \_\_\_\_\_

Name: (printed in full) \_\_\_\_\_

Date: \_\_\_\_\_

Documents, which must accompany this application

- a) evidence of your identity;
- b) evidence of the data subject's identity (if different from above);

***Please note the period of 30 days in which the organisation must respond to the request will not commence until it is satisfied upon these matters.***

Please return to:

The Data Protection Officer  
Gosport Borough Council  
Town Hall  
High Street  
Gosport  
PO12 1EB