**GENERAL DATA PROTECTION REGULATION (GDPR)**

**DATA SUBJECT ACCESS REQUEST**

**PLEASE USE BLOCK CAPITALS**

The GDPR provides people with a right to ask for the personal information that organisations hold about them. People we hold information about are called Data Subjects.

We have one calendar month to respond to your subject access request but if the request is complicated or involves a lot of information, we may extend that time by up to two calendar months. There is normally no charge for dealing with your request but if the request is complicated , there may be a cost- if so we will tell you as soon as possible.

To enable us to deal promptly with your request and to satisfy ourselves as to your identity, please complete the following:

1. YOUR NAME & ADDRESS (OR IF YOU ARE ACTING ON BEHALF OF THE DATA SUBJECT, **THEIR** NAME AND ADDRESS):

 ……………………………………………………………………………………………

 ……………………………………………………………………………………………

 ……………………………………………………………………………………………

 DATE OF BIRTH (IF UNDER 18)………………………………………………….

 DAY TIME TELEPHONE NUMBER: ………………………………………………..

 EMAIL ADDRESS……………………………………………………………………

2. **FOR USE BY AGENTS OF THE DATA SUBJECT ONLY**

 YOUR NAME & ADDRESS

 ……………………………………………………………………………………………

 ……………………………………………………………………………………………

 ……………………………………………………………………………………………

 DAY TIME TELEPHONE NUMBER: ………………………………………………..

 EMAIL ADDRESS……………………………………………………………………

 Do you act on behalf of the data subject ?

 YES/NO

 Do you have their written authority to act on their behalf ?

 YES/NO

 If “YES”, please attach a copy of the authority to act on the data subject’s behalf .

 If “NO”, please answer the following:

 (i) What is your relationship to the data subject ? ……………..

 (ii) Can you provide written confirmation of your entitlement to act on the data

 subject’s behalf? YES/NO

3. **TO BE COMPLETED IN ALL CASES:**

 (i) What information about you/the data subject are you asking for ?

 ……………………………………………………………………………………

 ……………………………………………………………………………………

 (ii) Please provide as much information as possible to enable as to find the

 personal data you want: for example, account number; council department /name of council officer you have been dealing with (if appropriate) – if there is not enough space here, you should include the information on an additional page.

 ………. ………………………………………………………………………….

 …………………………………………………………………………………..

 …………………………………………………………………………………..

 …………………………………………………………………………………..

4. We will need to be satisfied as to your//the data subject’s identity. You will need to provide two copies of Proof of Identity (of the Data Subject) showing your/their name and address. If this is not possible, please contact the Data Protection Officer to discuss alternatives.

 The completed form with Proof of Identity should be returned by post or email to:

 Data Protection Officer,

 Winchester City Council,

 City Offices,

 Colebrook Street,

 Winchester, Hampshire SO23 9LJ.

 Email: legal@winchester.gov.uk

 Tel: 01962 840222

Signed: …………………………………………. ……… Dated: …………………..

**Privacy Notice**

The personal information that you provide in this form will only be used so that Winchester City Council can deal with your subject access request. Details will be scanned and retained for 3 years from completion of your request. Your personal information will not be shared outside of Winchester City Council except with your consent or where the law requires or allows it to be shared (for example with the Office of the Information Commissioner)

The Proof of Identity that you provide will be checked and then destroyed in our confidential waste.

For further information about what Winchester City Council does with your personal, information, please see the general Privacy Policy and Data Protection and Privacy pages on our web-site: www.winchester.gov.uk

 **FOR OFFICE USE ONLY**

**Proof of Identity**

Details of documents supplied:

Name/title of council officer and date of checking documents:

Date copy documents destroyed/deleted :