**GENERAL DATA PROTECTION REGULATION (GDPR)**

**DATA SUBJECT RIGHTS**

**If you wish to ask for information that we hold about you, please use the Data Subject Access Request form.**

**You do not have to use this form however if you do, it will help you to provide enough information to enable us to deal promptly with your request and to satisfy ourselves as to your identity.**

**PLEASE USE BLOCK CAPITALS**

The GDPR gives people rights in relation to the information that organisations hold about them. These rights are:

* The right to rectification (to correct your data if you think it is wrong)
* The right to erasure (the right to be forgotten)
* The right to restrict processing (we can store your personal data but not use it)
* The right to data portability (to obtain from us and re-use personal data that

 you have given us)

* The right to object (to ask us to stop using your personal data)
* Rights in relation to automated decision making and profiling
* The right to withdraw consent (only we are processing your information on the basis of your consent)

**PLEASE NOTE THAT THESE RIGHTS WILL NOT APPLY IN ALL CASES- WE WILL INFORM YOU WHETHER WE CAN COMPLY WITH YOUR REQUEST AND EXPLAIN THE REASONS FOR OUR DECSION IF WE ARE UNABLE TO COMPLY.**

We have one calendar month to respond to requests to exercise your rights but if the request is complicated or involves a lot of information, we may extend that time by up to two calendar months.

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) Which right/s (above) do you/the data subject wish to exercise ?

 ……………………………………………………………………………………

 ……………………………………………………………………………………

 (ii) Please provide as much information so we can find your personal

 information and deal with your request: 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 our 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 request to exercise your rights. 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 WCC OFFICE USE ONLY:**

**Proof of Identity**

Details of documents supplied:

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

Date on which copy documents destroyed/deleted :