



Data Protection Act

Subject Access Request Form

BEDFORD BOROUGH COUNCIL

Under the Data Protection Legislation, you are entitled to request access to personal information held about you by Bedford Borough Council. Completing this form will assist us in locating your information quickly and efficiently.

Before completing the form please read the notes at the end of the document.

SECTION 1 – PROOF OF IDENTIFICATION

1. Are you the data subject? (Please tick appropriate box)

Yes Go to Section (a) No Go to Section (b)

1 (a)

Please provide **original** proof of your identity bearing your name i.e. **passport, driving licence, birth certificate (or certificated copy) or at least 2 official letters such as from a utility company. Please note that if your request requires information from Children's Services additional ID will be required.**

Please state below what evidence you have enclosed:

Birth Certificate Passport

Driving Licence 2 Official Letters

Other (please state) _____

1 (b)

Are you acting on behalf of the data subject with their written or other legal authority?

Yes No

If yes, please state your relationship with the data subject – e.g. – parent, legal guardian or solicitor. Please note if the data subject is over 12 years of age their permission will need to be obtained. If the data subject is under 12 years of age then in order to obtain access to data, proof of your relationship and parental responsibility together with photo ID will be required.

Please enclose proof that you are legally authorised to obtain this information. The proof could be a letter of authority, letters or official forms addressed to you on behalf of the data subject. Photocopies cannot be accepted. Once entitlement has been established we will take a copy of the documents you have supplied to us and will return the original to you. Bedford Borough Council reserves the right to request further proof of authority if necessary.

Please state below what proof of authority you have enclosed

Letter of Authority Correspondence
Official forms Other (please state) _____
Photo ID Type _____

SECTION 2 – DATA SUBJECT DETAILS

2 (a) – Details of the data subject

Surname: _____ Forename(s) _____

Previous/Alternative names: _____

Date of Birth: _____

Current Address:

House/Flat Number & Street: _____

Town/City: _____

County: _____

Post Code: _____

Telephone Number: (_____) _____

Email: _____

Please provide details of any previous addresses you feel may be of assistance to this request.

IF YOU ARE THE DATA SUBJECT PLEASE CONTINUE TO SECTION 3

2 (b) – Details of person requesting the information (if not the data subject)

Surname: _____ Forename(s) _____

Name of solicitor(s) (if applicable) _____

House/Flat Number & Street: _____

Town/City: _____

County: _____

Post Code: _____

Telephone Number: (_____) _____

Email: _____

Would you like the information be sent to you or the data subject?

Me:

Data subject:

SECTION 3 – LOCATING YOUR RECORDS

In order for us to be able to locate the information you are seeking quickly and efficiently we would ask that you complete the appropriate section(s) below. If you are unable to do this, please specify the type of information you are seeking in the box 'Additional Information'.

Service Area: _____

Section if known (e.g. Legal Services, Land & Property Services etc): _____

Office location (if known): _____

Approx. dates of contact. From: _____ To: _____

Name of Officer(s) (if known): _____

Additional
Information

SECTION 4 – DECLARATION

Please read the following declaration carefully and then sign and date it. Please note that any attempt to mislead may result in prosecution.

I, _____ certify that the information provided on this application to Bedford Borough Council is true. I understand that it is necessary for the Council to confirm my/the data subjects identify and that it may be necessary for the Council to request more details from me in order to be able to locate the correct information.

Signature: _____ Date: _____

CHECKLIST

Please ensure you have completed the form and tick the boxes below:

Have you completed all the appropriate sections?

Have you signed and dated the form?

Have you enclosed the appropriate proof of identify/authority?

Please return the completed form to:

Freedom of Information
Riverside Building
Bedford Borough Council
Borough Hall
Cauldwell Street
Bedford
MK42 9AP

Or visit the Customer Services Centre, Horne Lane, Bedford together with appropriate ID as detailed in the Guidance Notes.

NOTES:

Data Subject: The person that the information is about.

Proof of Identification: The reason we ask for proof of identification is to maintain the security of the information we hold about you. This will help to ensure that we do not release your personal information to anybody else. Any documents you send to us will be returned to you.

Previous addresses: If the information you are requesting may have been collected whilst you were living at an address other than your current one, it may be useful to supply us with that address in order that we can access the information more quickly.

Locating your records: Bedford Borough Council is a large organisation with many different Service Areas dealing with a diverse range of issues. Completing this section will ensure that your request is delivered to the correct area of the Council and therefore dealt with more quickly and efficiently.

Bedford Borough Council will not release information without proper authority, and reserves the right to request further proof of authority or identity if necessary.