

Data Protection Act 2018 (DPA2018) Data Subject Rights Request Form

This form can be used to contact Bedford Borough Council about your individual rights under the Data Protection Act 2018 (DPA2018). You can also make a request by emailing dpo@bedford.gov.uk or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP.

Part 1 – General details

Please tick the relevant box to let us know why you are contacting us

<input type="checkbox"/>	Correction of data: (the right to rectification) Information we hold about you is incorrect and needs amending. Please be as specific as possible.
<input type="checkbox"/>	Removal of data: (the right to erasure) You would like deletion of specific data that we hold about you. Please be as specific as possible. Please note that there are many circumstances that may mean that we are unable to meet your request, not least our regulatory obligations to retain data. We will let you know if this is the case.
<input type="checkbox"/>	Stop processing personal data: (the right to restrict processing) You would like us to stop processing your personal data. Please tell us why. For example, do you want us to stop working with your data until it has been corrected? Do you believe that we do not have a lawful reason to work with your information? Please be as specific as possible. Please note that this is not an automatic right and only applies in certain circumstances, we will let you know if this is the case.
<input type="checkbox"/>	Transfer of data: (the right to data portability) If you would like your data transferring and to whom. Please be as specific as possible. Please note that we will only provide you with information that you have provided electronically. We will not transfer information that has been provided by someone else on your behalf, or provided by another means e.g. paper forms.
<input type="checkbox"/>	Objection to processing: (the right to object) You have the right to object to our processing of your data in a number of circumstances, for example if we deem it necessary for the public interest or if you would like us to stop sending you direct marketing. Please be as specific as possible.

<input type="checkbox"/>	Rights in relations to automated decision making and profiling You would like us to explain how we profile you or make automated decisions about you using your personal data, whether you would like to know the logic behind these or if you would like us to stop such activities and why. Please be as specific as possible.
<input type="checkbox"/>	If you have read through the above rights and are still unsure which right applies in your circumstances Please give full details in Part 4 and we will liaise with you, advise which right we believe applies and process accordingly.

I am the Data Subject (the person the information is about) ☐ Complete Part 2, 4 & 5

OR

I am acting on behalf of the Data Subject ☐ Complete Part 2, 3, 4 & 5

Part 2 – Data Subjects’ details - Please complete in BLACK BLOCK CAPITAL LETTERS.

Title		Forename(s)		
Surname			Date of birth	


Please provide a contact number and e-mail address in case we need to get in touch with you about your request, your address is needed so we can send the documents to you.

Contact number	
Email address	
Full address (including postcode)	

Part 3 – Enquirer’s Details (if different from Data Subject, details given above).

If you are making a request on behalf of someone who is unable to act for themselves, you must explain your relationship with that person. We will not be able to process your request without the data subject’s written consent or an appropriate Court Order or Power of Attorney. All documents will be securely returned without delay. Please enclose **one** of the following -

The Data Subject’s written consent to the named individual acting on their behalf	<input type="checkbox"/>
A Court Order (e.g. Power of Attorney) permission to act	<input type="checkbox"/>
Proof of identity for the Data Subject and proof of identity for you (copy of passport, driving licence or 2 original utility bills issued within the last 3 months)	<input type="checkbox"/>

Please specify your relationship to the Data Subject: e.g. Doctor / Solicitor / Spouse /Civil Partner / Mother / Father					
Title		Forename(s)			
Surname					
Full address (including postcode)					
Contact number					
E-mail address					
Part 4 – Please provide the information relevant to your request Please provide as much information as possible to assist us in processing your request in relation to individual rights.					
<div>  Bedford Borough Council will use the information provided for the purpose of locating the information requested and it will be kept securely for a maximum of 4 years in case of further enquiries from you. </div>					
Part 5 – Declaration					
Verification of your identity is required before your request can be processed, please provide: [1] a copy of your Photocard Driver's Licence OR [2] your current Passport showing photo and signature OR [3] a copy of 2 recent domestic utility bills or official correspondence, confirming your current home address, dated within the last three months.					
I enclose as verification of identity a photocopy of my (tick relevant box)		Driving Licence <input type="checkbox"/>	Passport <input type="checkbox"/>	Utility Bill <input type="checkbox"/>	Other Document <input type="checkbox"/>
I declare, to the best of my knowledge, the information I have provided on this form is correct.					
Signature		Name in Capitals			
		Date			