

## Data Protection Act 2018 (DPA2018) Subject Access Request Form

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 this form please read the notes at the end of this document.**

### Part 1 – The data subject

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 Subject's details - Please complete in BLACK BLOCK CAPITAL LETTERS.

|   |  |               |               |  |
|---|--|---------------|---------------|--|
| Title   |  | First name(s) |               |  |
| Last name   |  |               | 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<br>(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. Please enclose one of the following

The Data Subject’s written consent to the named individual acting on their behalf

☐

A Court Order (for example, Power of Attorney) permission to act

☐

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)

☐

Please specify your relationship to the Data Subject: e.g.  
Doctor / Solicitor / Spouse / Civil Partner / Mother / Father

Title

First name(s)

Last name

Full address  
(including postcode)

Contact number

E-mail address

**Part 4 – Locating your records**

For us to quickly and efficiently locate the information you need please complete as many of the sections below as you can. If you are not sure about any of them leave them blank and supply details in the “Please provide any additional information” section on the next page.

Service Area

Section (for example Early Help)

Approximate dates of contact

From:

To:

Please provide the name of the staff member  
you communicated with (if known)

|   |  |
|---|--|
| Please provide any additional information that you think would assist us in locating your information |  |
|---|--|

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.

## 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<br><input type="checkbox"/> | Passport<br><input type="checkbox"/> | Utility Bill<br><input type="checkbox"/> | Other Document<br><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             |  |

### **Please return the completed form by post to:**

Request for Information  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP

**Or by email to:**      [Requestforinformation@bedford.gov.uk](mailto:Requestforinformation@bedford.gov.uk)

## **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.**