

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 (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 one document from Group 1 **and** one further document from Group 2

If you do not have one document from Group 1, please send three documents from Group 2.

Group 1

- Passport
- Biometric residence permit
- Current photo driving licence with counterpart
- Birth certificate – issued at time of birth

Group 2

- Current paper driving licence
- Birth certificate – issued after time of birth
- Marriage / civil partnership certificate
- Adoption certificate
- HM Forces ID card
- Firearms licence
- Mortgage Statement
- Credit card, bank or building society statement
- P40 or P45 statement
- Council tax statement
- Work permit or visa
- Utility bill
- Benefit statement

I enclose as verification of identity a photocopy of my (tick relevant box)		Group 1 <input type="checkbox"/>	Group 2 <input type="checkbox"/>	3 from Group 2 <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

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.