

**Access to Personal Information - Subject Access Request**

Wiltshire Council has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to the Act. The personal data you provide on this form will be used for the purposes of administering your subject access request. It may also be used for the prevention or detection of fraud or crime and in an anonymised form for statistical purposes. The data will be stored on computer and/or manual files.

Please note that where the term 'data subject' is used it refers to the person about whom the information is being requested. **Please complete in capital letters in black ink or type.**

**1. Details of the data subject**

Surname/family name	
Other names	
Title (Dr, Miss, Mr, Mrs, Ms)	
Former name (where applicable)	
Date of Birth (day/month/year)	

**2. Contact details**

	Data subject's address	Agent/address for correspondence
House number and street		
Town		
County		
Postcode		
Phone		

**3. Are you the data subject?**

**Yes.** Please enclose evidence of your identity, ie driving licence, passport or birth certificate (a photocopy will be accepted). If the information you require relates to your former name please also provide evidence of your change of name, eg marriage certificate (a photocopy will be accepted).

**Please go to Part 5, then Part 8 and make sure you sign Part 9**

**No.** If you are acting on behalf of the data subject go to **Part 4.**

4. Please enclose evidence of both the data subject's and your identity (as above).

**Please ensure you complete Parts 5, 6 and 8. Ensure the data subject signs the authorisation in Part 7 and you sign Part 9.**

If you are acting as an agent for someone who is not capable of understanding this request please contact the Corporate Information Team on 01225 713643 and they will advise you on the process to follow.

**5. How would you like to receive your information?**

- Sent direct to me (address above)
- Sent to my agent's address (as above)
- I will collect it from Wiltshire Council
- I would like to arrange for someone to go through my file with me

Please return this form to The Corporate Information Team, Department of Resources, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire. BA14 8JN

**6. Your details (if you are not the data subject)**

Surname/family name	
Other Names	
Title (Dr, Miss, Mr, Mrs, Ms)	
House number and street	
Town	
County	
Postcode	
Telephone Number	

**7. Authority of data subject**

**I authorise the above agent, as named in Section 4, to apply for and obtain copies of my personal data as described in Section 6.**

**Signature:**

**Date:**

- 8. Please describe the information you seek, together with other relevant information that will help us to identify the information you require, this may include previous addresses, social workers and so on. Please continue on a separate sheet if necessary.**

**Dates information required – from:**

**to:**

**9. Declaration**

I certify that the information given on this form to Wiltshire Council is true. I understand that it is necessary to confirm my/data subject's identity and that it may be necessary for Wiltshire Council to obtain more detailed information in order to locate the correct information.

**Signature:**

**Date:**

**Once Wiltshire Council has received sufficient information to locate the information you require along with identification (and authorisation when necessary) they are legally required to provide you with a copy of the information they hold, subject to exemptions within 40 days.**

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