



GENERAL DATA PROTECTION REGULATION 2016 AND DATA PROTECTION ACT 2018 SUBJECT ACCESS REQUEST FORM

Application for Access to Personal Information

- All applicants must complete Sections 1, 2 and 6.
- If you are applying on behalf of someone else, then they must complete Section 4 and you will also need to complete Section 3.
- If you are a parent applying for access on behalf of your child, please complete Section 5.

1. **Name of Applicant:**

.....

Address of Applicant:

.....

.....

.....

Previous address if moved in the last three years:

.....

.....

.....

Date of Birth:

Telephone No/s:

2. To help us locate any personal information that we may hold please supply any relevant information:

Name of Council department(s) concerned:

.....
.....
.....

What service(s) was used or received:

.....
.....
.....

When was the service used:

.....

Please indicate the information you require:

.....
.....
.....

Please supply any other information that you think might help us to locate your personal information:

.....
.....
.....

3. Please complete this section ONLY if you are not requesting your own data but acting on behalf of, and with the authorisation of, the applicant:

I have been authorised to act on behalf of (name of person who received the service):

.....

I declare that I will not disclose any information that I am supplied with other than to the person on whose behalf I am acting, unless they give me their express permission.

Signed (Agent): Date:

4. If an agent is acting on your behalf, then please complete the following:

I,
(name of user of services) authorise

.....
(name of person or agent acting on your behalf)

to seek access to personal information held by Swansea Council. I declare that this authorisation is freely given.

Signed: Date:
(User of Service)

5. If you are a parent applying for access on behalf of your child (person aged under 16 years) please complete the following and tick the relevant box:

Please note that you must be able to establish that you are legally able to act on behalf of your child. This generally means that you must have parental responsibility for him or her. It should be noted that a parent can only be granted access to their child's records if this is considered to be in the child's interests.

Name of Child:

Date of Birth:

Address of Child:

.....

.....

I (name of parent)
am making a request for access to records on behalf of the child named above and:

• Tick as appropriate

The child is incapable of understanding the request and I am making the request on his/her behalf:

The child has consented to my making this request on his/her behalf, and this consent was freely given:

Signed:..... Date:
(Child, where consent is given)

Signed:..... Date:
(Parent)

6. All applicants must sign and date the following:

In accordance with the GDPR and Data Protection Act 2018 I wish to request access to personal information held by Swansea Council about (name of user of service):

.....

I understand that to ensure confidentiality it may be necessary for the Council to obtain further information to confirm my identity and to locate the information sought.

Signed:..... Date:

Please return this form to:

Subject Access Requests Complaints Team Guildhall SWANSEA SA1 4PE

Swansea Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website.