



General Data Protection Regulations (GDPR) & Data Protection Act 2018

Subject Access Request Form

The General Data Protection Regulations (GDPR) requires that Worcester City Council keeps personal data it holds secure and discloses it **only** to those who are entitled to it.

If you would like to make a request for personal data (Subject Access Request), you must complete this form and provide proof of your identity so that the Council can comply with its legal obligation and satisfy itself that it is only disclosing information to the data subject (individual) it relates to or individuals with the appropriate consent of the data subject.

Following confirmation of your identity and provision of sufficient information to accurately locate the information required the Council will provide you with a response to the request within 1 calendar month, as required by the GDPR.

Your Subject Access Request will not be processed and the 1 month timeframe for responding will not commence until the above requirements have been met.

If we do not receive this form completed within 1 month of it being sent to you, we will assume you no longer wish to proceed with you request and it will be closed.

1. About you

Full Name:.....

Address:.....

.....

Postcode:.....

Telephone:.....

Email:.....

2. The person that the information relates to is known as the Data Subject.

Are you the Data Subject?

Yes – If you are the Data Subject please supply evidence of your identity. Acceptable forms of identification include Passport, Driving Licence, or Utility/ Council Tax Bill in conjunction with a credit/debit card bearing the same name.

Scanned or photocopies can be sent, along with this form, by email or post to the following addresses:

Email: data.protection@worcester.gov.uk

Post: Corporate Performance and Programme Management Team, Worcester City Council, The Guildhall, High Street, Worcester, WR1 2EY

Alternatively, you can bring identification to the Customer Service Centre at 89 High Street, Worcester, WR1 2EY where they will validate your identify.

No – If you are acting on behalf of the Data Subject, we will need their written authority to disclose their personal information to you as a third party, as well as proof of their identity. We will not be able to process the request until this is received.

If you are acting on behalf of the Data Subject please complete questions 3 and include evidence of your authority to act on the Data Subjects behalf as well as proof of their identity.

3. Details of the Data Subject

Full Name:.....

Address:.....

.....

Postcode:.....

Telephone:.....

Email:.....

4. Details of records to which access is requested (please be as specific as possible):

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.....

If we do not receive this form completed within 1 month of it being sent to you, we will assume you no longer wish to proceed with you request and it will be closed.

Signed: _____

Print (BLOCK CAPITALS):.....

Date:.....

Please return this form and ID verification to one of the following:

By Email

data.protection@worcester.gov.uk

By Post

Corporate Performance & Project Management Team,
Worcester City Council,
The Guildhall,
High Street,
Worcester, WR1 2EY

In Person to the Customer Contact Centre

Customer Service Centre,
89 High Street, Worcester,
WR1 2EY