

SUBJECT ACCESS REQUEST FORM

General Data Protection Regulation – SUBJECT ACCESS REQUEST

Please provide the following details about yourself:

Full Name:

Address:

Tel No:

E-mail:

Previous Names you may have been known by:

Previous Addresses in Reading: *(where appropriate)*

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1. Are you requesting information about yourself?

If so, you are the applicant and documentary evidence of your identity is required, i.e. driving licence, birth certificate (photocopy) and a copy of a recent utility bill. Please complete sections 2, 3 and 6 below.

If not, you will need to supply the written consent of the applicant on whose behalf you are acting and complete sections 3, 4, 5 and 6 below.

2. Please explain below, what information it is that you seek. Please also include any other relevant details which may assist us in retrieving this information.

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3. To help us locate any personal information which we hold, please tick the relevant subject box below

Education (e.g. Student Support and Admissions, Education Welfare, Education Psychology, Special Education, Children & Families Services, Governor Services, School Transport)

Leisure Services (e.g. Arts, Countryside & Heritage, Sports & Recreation, Libraries)

Planning & Transportation (e.g. Planning Applications & Development Control Parking)

Public & Environmental Services (e.g. Public Health, Refuse Collection, Waste Disposal, Trading Standards)

Community Care & Housing (e.g. Housing, Housing Benefits, Housing Repairs, Social Services, Youth Offending)

Corporate Services (e.g. Council Tax, Land Charges, Registration of Births, Deaths and Marriages, Elections and Electoral Registration, Personnel)

4. If you are authorised to act on behalf of the applicant, please complete this section

Details of applicant on whose behalf you are acting

Full Name:

Address:

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Tel No:

E-mail:

Relationship to the applicant
(e.g. parent, guardian, social worker, solicitor etc)

Please briefly explain why you are requesting this information, rather than the applicant.

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5. The applicant on whose behalf you are acting, must complete this section

I..... *(Name of person on whose behalf application is made)*
authorise *(Name of person making the application)* to seek
access to personal information held by Reading Borough Council. I declare that this
authorisation was freely given.

Signed: Date:

6. ALL APPLICANTS MUST COMPLETE THIS SECTION

[Please note that any attempt to mislead may result in prosecution].

I..... confirm that the information given on this application form to
Reading Borough Council is true, and I understand that you may need more information to
confirm my identity/that of the data subject and to locate the information that I am
requesting.

Signature:

Date:

Please return the completed form, along with photocopies of evidence of your identity to:

Subject Access Requests
Customer Relations Team
Reading Borough Council
Civic Offices, Bridge Street
Reading
RG1 2LU

Alternatively you may send by email to: SAR@reading.gov.uk