**Subject Access Request Form**

**Section1**

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Date of Birth |  |
| Address |  |
| Contact number |  |
| Details of identification provided to confirm name of the data subject |  |
| Details of data requested |  |

**Section 2**

If you are NOT the data subject, but are acting on their behalf with their written or other legal authority, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

|  |  |
| --- | --- |
| What is your relationship to the data subject? |  |
| Surname |  |
| Forenames |  |
| Date of Birth |  |
| Address |  |
| Contact number |  |

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

|  |  |  |  |
| --- | --- | --- | --- |
| I am enclosing the following copy of legal authorisation to act on behalf of the data subject | | | |
| Letter of authority |  | Evidence of parental responsibilities |  |
| Lasting or enduring power of attorney |  | Other (please specify below) |  |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| I wish to: | | | |
| receive the information by post\* |  | view a copy of the information only |  |
| receive the information in electronic format |  | collect the information in person |  |

\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned and the person identified in section 1 above, herby request that Active Tameside provide me with the data about me identified above.

Signature: Date:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned and the person identified in section 2 above, hereby request that Active Tameside provide me with the data about the data subject identified in section 1 above.

Signature: Date:

**Please return this to;**

Ken Ward, Hattersley Road East, Hyde, SK14 3NL or email to [gdpr@activetameside.com](mailto:gdpr@activetameside.com)

|  |  |  |  |
| --- | --- | --- | --- |
| Office use only | | | |
| Date application was received | |  | |
| Date application is due | |  | |
| Application accepted or declined | |  | |
| If denied the reason is | | | |
|  | | | |
| Responsible officer |  | Date |  |