

## Subject Access Request Form

### Section 1

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.

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

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

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, hereby 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	