

**Part 1 – Person that the information relates to (the data subject):**

<b>Title (✓)</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	<b>Other:</b>
<b>First Name</b>		<b>Last Name</b>
<b>Maiden Name / Former Names</b>		<b>Date of Birth</b>
<b>Current Address (incl. postcode)</b>		
<b>Telephone No.</b>		<b>Email Address</b>

I enclose a copy of two of the following as proof of the identity of the data subject: (✓)

Birth Certificate  Driving Licence  Passport

If none of the above are available, please enclose a copy of two of the most recent of the following: (✓)

Electricity Bill  Gas Bill  Water Bill

If none of these are available, please contact Dorset Council for advice.

**Part 2 – Is the requested information about you (are you the data subject)?**

No, the information is not about me (go to part 3)

Yes, the information is about me (go to part 4)

**Part 3 – Person (agent) acting on behalf of the data subject:**

<b>Title (✓)</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	<b>Other:</b>
<b>Forename</b>		<b>Surname</b>
<b>Company</b>		
<b>Full Address (incl. postcode)</b>		
<b>Telephone No.</b>		<b>Email Address</b>

What is your relationship to the data subject? (e.g. parent, carer, legal representative)

Do you have legal authority to request the data subject's information? (✓) Yes  No

If the data subject is under 13, do you have parental responsibility for them? (✓) Yes  No

Provide proof that you are legally authorised to act on the data subject's behalf: (✓)

Letter of Authority  Lasting Power of Attorney  Evidence of parental responsibility

Other (please give details):

If you are the agent for the individual, e.g. parent, please provide a copy of two of the following as proof that you are the person authorised to act on behalf of the data subject: (✓)

Birth Certificate  Driving Licence  Passport

If none of the above are available, please enclose a copy of two of the most recent of the following: (✓)

Electricity Bill  Gas Bill  Water Bill

If none of these are available, please contact Dorset Council for advice.

**Part 4 – Details of information being requested:**

Please help us deal with your request quickly and efficiently by giving us as much detail as possible about the information you want. Please provide details of particular services, periods of time or incidents that interest you. Relevant details such as: old addresses, which services or departments you were involved with, names of previous contacts or file reference numbers can also be useful. If necessary, please continue on a separate page.

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**Period of interest**

**From:**

**To:**

**Part 5 – Possible fee.**

There is normally no fee for a Subject Access Request. However, please be aware that Dorset Council is permitted to charge a reasonable fee when a request is deemed manifestly unfounded or excessive; if it is particularly repetitive or is requesting further copies of the same information. Dorset Council will notify you if it considers that a fee is payable due to the nature of your request. If a fee is required, your request will not be actioned until payment is received.

**Part 6 – Disclosure of the information.**

Please indicate how you would like to receive your data and we will comply if possible and appropriate. Please note that the below is subject to Dorset Council's external email attachment limit and postal preferences.

**Do you wish to:** (✓) View at an office  Receive a paper copy  Receive an electronic copy

**Information to be marked for the attention of:** (✓) Data subject  Agent

**Do you have any special needs that we need to take into consideration?:** (✓) No  Yes

**If yes, please specify:**

**Part 7 – Declaration.**

I certify that the information provided on this form is true. I understand that Dorset Council is obliged to confirm proof of identity / authority and that it may be necessary to obtain further information in order to comply with this request.

<b>Name</b>		<b>Date</b>	
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**Warning – any person who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution.**

**Part 8 – Before submitting this form, please check that you have:**

- Enclosed proof of the identity of the person the information relates to (data subject) – see part 1
- Enclosed proof of authority/identity to act on behalf of the data subject (if appropriate) – see part 3
- Given enough details for us to locate the information you seek – see part 4
- Completed the declaration – see part 7
- Completed all relevant sections of the form - (part 3 only to be completed if acting as an agent)

**Please submit this form and accompanying documents to Dorset Council.**

**A large print version of this form can be provided on request.**