

Part 1 – Person that the information relates to (the data subject):			
Title (✓)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Other:	
First Name		Last Name	
Maiden Name / Former Names		Date of Birth	
Current Address (incl. postcode)			
Telephone No.		Email Address	
<p>I enclose a copy of two of the following as proof of the identity of the data subject: (✓)</p> <p>Birth Certificate <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport <input type="checkbox"/></p> <p>If none of the above are available, please enclose a copy of two of the most recent of the following: (✓)</p> <p>Electricity Bill <input type="checkbox"/> Gas Bill <input type="checkbox"/> Water Bill <input type="checkbox"/></p> <p>If none of these are available, please contact Dorset Council for advice.</p>			
Part 2 – Please select the right you wish to exercise. Please refer to the Data Protection page for guidance.			
<p>The right to be informed <input type="checkbox"/> The right to restrict processing <input type="checkbox"/> The right to data portability <input type="checkbox"/></p> <p>The right to rectification <input type="checkbox"/> The right to object <input type="checkbox"/> The right to erasure <input type="checkbox"/></p> <p>Your rights in relation to automated decision making & profiling <input type="checkbox"/></p>			
Part 3 – Is the requested information about you (are you the data subject)?			
No, the information is not about me (go to part 4)		Yes, the information is about me (go to part 5)	
Part 4 – Person (agent) acting on behalf of the data subject:			
Title (✓)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Other:	
Forename		Surname	
Company			
Full Address (incl. postcode)			
Telephone No.		Email Address	
<p>What is your relationship to the data subject? (e.g. parent, carer, legal representative)</p>			
<p>Do you have legal authority to request the data subject's information? (✓) Yes <input type="checkbox"/> No <input type="checkbox"/></p>			
<p>If the data subject is under 13, do you have parental responsibility for them? (✓) Yes <input type="checkbox"/> No <input type="checkbox"/></p>			
<p>Please provide proof that you are legally authorised to act on the data subject's behalf: (✓)</p> <p>Letter of Authority <input type="checkbox"/> Lasting Power of Attorney <input type="checkbox"/> Evidence of parental responsibility <input type="checkbox"/></p> <p>Other (please give details):</p>			

If you are the agent for an 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 5 – Details of relevant information:

Please help us deal with your request quickly and efficiently by providing us with as much detail as possible about the information right you wish to exercise.

Please provide details of particular services, periods of time or incidents that will assist us in processing your request. Relevant details such as previous address(s), services or departments you were connected with, including names of previous contact(s) or file reference numbers will also be beneficial. If necessary, please continue on a separate sheet.

Period of interest

From:

To:

Part 6 – Reasons for possible refusal

Please be aware that Dorset Council is permitted to refuse any request that is deemed manifestly unfounded or excessive and in particular, those that are repetitive or request the same information.

Should Dorset Council consider refusal, they will notify you within one month of receiving your request, explaining why they are not taking action. Alternatively, they may request a 'reasonable fee' to adhere to your request.

Should you be unsatisfied with Dorset Council's response, it is your right to contact the Information Commissioners Office (ICO) and submit a complaint regarding the service provided. Your concerns can be submitted via:

Website - <https://ico.org.uk/concerns/>

Telephone - 0303 123 1113.

Post - Customer Contact, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

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.

Name

Date

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.