



## **Subject Access Application Form (Data Protection Act 2018)**

This form is to be used when an individual (the data subject), or authorised representative (e.g. solicitor) wishes to access personal data held by Warrington Borough Council.

### **Data Subject details whose records are requested**

Please complete one form per person

Last name

Forename(s)

Any former names (if applicable)

Date of birth

Current address

Full postcode

Previous address (if applicable)

Full postcode

Telephone number

Email address

### **Details of information or records to be accessed**

In order to locate the information/records you require please provide as much information as possible.

Information or records dated from \_\_\_\_\_ to \_\_\_\_\_

Please list the specific services you have accessed that you require information/records from (e.g. Social Care Records (Adults or Children's))

## Details of the applicant (if different to data subject details)

Full name

Company (if applicable)

Relationship with data subject

Address to which a reply should be sent

**Authorisation to release to applicant** (to be completed by data subject if not making their own request)

I \_\_\_\_\_ hereby authorise Warrington Borough Council to release any personal data they may hold relating to me.

## Declaration

I declare that information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the information/record(s) referred to overleaf, under the terms of the Data Protection Act (2018).

- I am the data subject
- I have been asked to act on behalf of the data subject and they have completed the authorisation section above
- I am acting on behalf of the data subject who is unable to complete the authorisation section above (Provide a covering letter with further details)
- I am the parent/guardian of a data subject under 16 years old who has completed the authorisation section above
- I am the parent/guardian of a data subject under 16 years old who is unable to understand the request (Proof of parental responsibility may be required)
- I have been appointed the Guardian for the data subject, who is over age 16 under a Guardianship order (please attach)
- I am the deceased data subject's personal representative and attach confirmation of my appointment
- I have a claim arising from the data subject's death and wish to access information relevant to my claim (Provide a covering letter with further details)

I am aware there may be costs involved with my request. Please see charges payable section for more information.

Name

Signed (Applicant)

Date

Please Note:

- You are required to provide evidence of identity (i.e. copy of driving licence/passport) and proof of address (e.g. copy of Council Tax, Utility Bill, Bank Statement)
- If there is any doubt about the applicant's identity or entitlement, information will not be released until further evidence is provided. You will be informed if this is the case.

Please complete and send this document to:

Warrington Borough Council

Subject Access Requests

Contact Warrington

East Annexe

Town Hall

Sankey Street

Warrington

WA1 1UH

**Email:** [contact@warrington.gov.uk](mailto:contact@warrington.gov.uk) (Please add 'Subject Access Request' in the subject line of the email)

**Charges Payable:** We will not charge you a fee, in most cases. Under data protection legislation, there are certain circumstances in which a fee can be charged for processing your request. The Council reserves the right to charge a reasonable fee for the administrative costs of complying with a request if it is manifestly unfounded or excessive, or if an individual requests further copies of their data.

If a fee will be charged, we will inform you as soon as possible.