Application to receive Personal Information held by Gwynedd Council

Part 1 – The Request

Please complete in **BLOCK CAPITALS**

I am the person the information is about ☐ **if yes, please tick and then complete Parts 3, 4, 5 and 6**

OR

I am acting on behalf of someone else ☐ **if yes, please tick and then complete Parts 2, 3, 4, 5 and 6**

Part 2 – The information requested is about someone else

I am the child's parent ☐ I enclose proof of parental responsibility

The child is over the age of 12 ☐ I enclose consent to share from the child

OR

I am the personal representative for the deceased person ☐ I enclose evidence of this

I am requesting the information on behalf of someone else ☐ I enclose a consent to share form

If you are requesting information on behalf of someone else, please give **YOUR** details below

Full Name …….. Relationship to data subject ……

Address ……

Daytime Telephone Number …….. Email Address (optional)…….....

Part 3 – Data Subject - Person that the information relates to

Title …… Surname ……... First Name ……

Maiden, previous or other names ……..

Date of birth …… :

Current Address ……..

Post Code ……

Telephone Number. …… Email Address (optional) ……..

Identification Documents - please select one from each section

Section 1 – **proof of address** Bank Statement ☐ Utility Bill ☐

Other ☐ please state ……..

Section 2 – **photographic proof of identification** Passport ☐ Driving Licence ☐

Other ☐ please state ……

Part 4 – Details of the information being requested

Please help us deal with your request quickly and efficiently by giving as much detail as possible about the information you want and the service(s) you have received, for instance Social Care or education records.

Part 5 – Access to the Information

If you have any special needs when viewing information please state here

……

Part 6 – Declaration

I certify the information provided on this form is true. I understand Gwynedd Council is not obliged to comply with my request unless they are supplied with such information as they may reasonably require in order to satisfy themselves as to my identity and to locate the information which I seek.

Name …….. Signature …….. Date ……..

Warning – a person who unlawfully obtains, or attempts to obtain, personal information is guilty of a criminal offence and is liable to prosecution.

Send this completed form to:

Senior Statutory Data Protection Officer
Gwynedd Council
Shirehall Street
Caernarfon
Gwynedd LL55 1SH

How we use your data

The information on this form will be used for the purpose of handling your subject access request and is processed under data protection legislation. It will not be shared with anyone outside the Council and will be kept for a period of 3 years. For more information about your rights, visit the privacy page on the Council's website.