GWYNEDD COUNCIL
DATA PROTECTION ACT 1998
SUBJECT ACCESS REQUEST FORM

Under the Data Protection Act 1998, you are entitled to request access to personal information held about you by Gwynedd Council.
Completing this form will assist us in locating your information quickly and efficiently.

Before completing the form please read the notes at the end of the document.

SECTION 1 – PROOF OF IDENTIFICATION

1. Are you the data subject? (Please tick appropriate box)

Yes ☐ Go to Section (a) No ☐ Go to Section (b)

1 (a)
Please provide proof of your identity bearing your name **i.e passport, driving licence, birth certificate (copies) or at least 2 official letters such as from a utility company (originals)**

Please state below what evidence you have enclosed:

Birth Certificate ☐ Passport ☐

Driving Licence ☐ 2 Official Letters ☐

Other (please state)

1 (b)
Are you acting on behalf of the data subject with their written or other legal authority?

Yes ☐ No ☐

If yes, please state your relationship with the data subject - e.g. - parent, legal guardian, or solicitor.

Please enclose proof that you are legally authorised to obtain this information. The proof could be a formal letter of authority, or evidence of your appointment to act on behalf of the data subject e.g. under a relevant power of attorney, or as a deputy under the Mental Capacity Act 2005. Photocopies cannot be accepted. Once entitlement has been established we will take a copy of the documents you have supplied to us and will return the original to you.

If the information requested is with regards to a deceased person then please provide evidence that you are a personal representative or next of kin i.e. evidence of name listed on death certificate as child / spouse.

Gwynedd Council reserves the right to request further proof of authority if necessary.

Please state below what proof of authority you have enclosed:

SECTION 2 – DATA SUBJECT'S DETAILS

2 (a) – Details of the data subject

Surname:	
Forename:	
Previous/ Alternative names:	
Date of Birth:	

Any other available information e.g. National Insurance Number

Current address:

House/Flat No. and Street	
Town:	
County:	
Post Code:	
Telephone No:	

Please provide details of any previous addresses you feel may be of assistance to this request.

IF YOU ARE THE DATA SUBJECT PLEASE CONTINUE TO SECTION 3

2 (b) – Details of person requesting the information (if not the data subject)

Surname:	
Forename:	
Name of solicitor (if applicable):	
House/Flat No. and Street	
Town:	
County:	
Post Code:	
Telephone No:	

Would you like the information to be sent to you or the data subject?

Me: ☐ Data subject: ☐

SECTION 3 – LOCATING YOUR RECORDS

In order for us to be able to locate the information you are seeking quickly and efficiently we would ask that you complete the appropriate section(s) below.
If you are not sure, please note where you think the records may be held

Department:	
Service if known:	

Approx dates of contact:	
Name of Officer (if known)	

Please specify the information required:

For Social Services please provide, if applicable, the following additional information:

Name of Children's Home:	
Name of Foster Carer:	

PLEASE NOTE THAT WE CANNOT PROVIDE COPIES OF SCHOOL RECORDS. FOR THESE YOU WILL NEED TO CONTACT THE RELEVANT SCHOOL DIRECTLY.

SECTION 4 – PAYMENT

As permitted under the Act, Gwynedd Council charges a fee of £10 for processing requests. Cheques should be made payable to Gwynedd Council.

SECTION 5 – DECLARATION

Please read the following declaration carefully and then sign and date it. Please note that any attempt to mislead may result in prosecution.

I, ……. certify that the information provided on this application to Gwynedd Council is true. I understand that it is necessary for the Council to confirm my/the data subject's identity and that it may be necessary for the Council to request more details from me in order to be able to locate the correct information.

Signature: …….. ……. Date: ……

Please return the completed form to:

Information Officer
Adult, Health and Wellbeing Department
Gwynedd Council
Shirehall Street
Caernarfon
Gwynedd
LL55 1SH

Notes

Data Subject: The person that the information is about.

Proof of Identification: The reason we ask for proof of identification is to maintain the security of the information we hold about you. This will help to ensure that we do not release your personal information to anybody else. Any documents you send to us will be returned to you.

Previous addresses: If the information you are requesting may have been collected whilst you were living at an address other than your current one, it may be useful to supply us with that address in order that we can access the information more quickly.

Locating your records: Gwynedd Council is a large organisation with many different departments dealing with a diverse range of issues. Completing this section will ensure that your request is delivered to the correct area of the Council and therefore dealt with more quickly and efficiently.

School Records: We are unable to provide you with copies of School Records as they are kept within schools and not within Gwynedd Council.

Gwynedd Council will not release information without proper authority, and reserves the right to request further proof of authority or identity if necessary.