**TEST VALLEY BOROUGH COUNCIL Data Subject Access Request Form**

Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) grants you the right to access your personal data held by Test Valley Borough Council, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data which the Council processes.

Your request will be assessed in accordance with the GDPR and the Data Protection Act 2018, supported by Information Commissioner Office guidance.

Requests must be in writing. You can use this form to provide the necessary information. Requests must be submitted:-

 via email to [legal@testvalley.gov.uk](mailto:legal@testvalley.gov.uk) ;

 via postal mail to Test Valley Borough Council, Data Protection Administrator, Legal and

Democratic Services, Beech Hurst, Weyhill Road, Andover SP10 3AJ.

A response should be provided within one month of receipt of the request, or, if later, one month of receipt of any information requested to clarify the request and/or any information requested to confirm your identity The time limit maybe extended by a further two months if the request is complex or if you have made a number of requests. We will let you know within one month if the time limit is be extended and why. In the majority of cases there is no fee. A reasonable fee may be charged if the request is manifestly unfounded or excessive or if additional copies are requested.

Alternatively, manifestly unfounded or excessive requests may be refused.

In addition to exercising your access right, the GDPR also grants you the right to:

• Request correction or erasure of your personal data.

• Restrict or object to certain types of data processing.

• Make a complaint with the local data protection authority.

For more information on your rights under the GDPR, see the Council’s Privacy Notice page on the website at <http://www.testvalley.gov.uk/gdpr>

I.  **Requester Name (Data Subject) and Contact Information**

**Please provide the data subject’s information in the space provided below. If you are making this request on the data subject’s behalf, you should provide your name and contact information in Section III.**

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

|  |  |
| --- | --- |
| **First and last name:** |  |
| **Any other names that you are or have been known by (including nicknames and former names):** |  |
| **Home address:** |  |
| **Post Code:** |  |
| **Date of birth:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Please provide other unique identifiers or related information to help us locate your personal data (for example, government identification number or customer account number):** |  |



II.  **Proof of Data Subject’ s Identity**

**Type of ID supplied** e.g. copy of driving licence, passport, etc.

You must provide proof of your identity before the Council can respond to your access request. To help establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. A photocopy or a scanned image of one of the following is acceptable as proof of identity: passport or photo identification such as a driver’s licence, national identification number card, or birth or adoption certificate. If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact Legal and Democratic Services, [legal@testvalley.go.uk,](mailto:legal@testvalley.go.uk) 01264 368000 for advice on other acceptable forms of identification.

The Council might request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data which is held about you.

III.  **Requests Made on a Data Subject’s Behalf**

Please complete this section of the form with your name and contact details if you are acting on the data subject’s behalf.

|  |  |
| --- | --- |
| **First and last name:** |  |
| **Company or Organisation name:** |  |
| **Address:** |  |
|  |  |
| **Post Code:** |  |
| **Telephone number:** |  |
| **Email address:** |  |

You must provide proof of the data subject’s identity before the Council can respond to the request, as set out in Section III above.

In addition, you must provide proof of your legal authority to act on the data subject’s behalf, such as a written consent signed by the data subject, a certified copy of a Power of Attorney, or evidence of parental responsibility.

The Council may request additional information from you to help confirm your identity or that of the data subject. The Council reserves the right to refuse to act on your request if it is unable

to verify your legal authority to act on the data subject’s behalf.

IV.  **Information Requested**

|  |
| --- |
| **Information Requested** |

To help locate the personal data you seek, please provide as much detail as possible about the personal data you are requesting access to. Please include the specific areas of service you require the Council to search (e.g. Housing benefit, Council Tax, Planning), together with time frames, dates, names, types of documents, file numbers, or any other information to help locate your personal data.

The Council will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for a search to be conducted (for example, if you

request “all information about me”).

If the information you request reveals personal data about a third party, the Council will either seek that individual’s consent before responding to your request, or it will redact third parties’ personal data before responding.

V.  **Signature and Acknowledgment**

I, , confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) Test Valley Borough Council must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid until Test Valley Borough Council receives all of the required information to process the request; and (3) I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, Test Valley Borough Council may charge a reasonable fee based on administrative costs.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy:

Electronic copy. Hard copy.

Signature Date



[VI. **Authorised Person Signature**

I, , confirm that I am authorised to act on behalf of the data subject. I understand that Test Valley Borough Council must confirm my identity and my legal authority to act on the data subject’s behalf, and may need to request additional verifying information.

Signature Date