

SUBJECT ACCESS REQUEST FORM

Personal information collected from you by this form, is required to enable your request to be appropriately processed, this personal information will only be used in connection with the processing of this Subject Access Request.

This form is only to be used when making application for access to personal data held by LBBD. If, for any reason, you are unable to complete the form please contact LBBD.

1. Details of the person requesting the information:

Full name:	Former Name(s):
Current Address:	Previous Address: <i>(if less than 5 years at current address)</i>
Date of Birth:	
Contact Phone Number:	Email address: <i>(optional)</i>

2. Are you the Data Subject? *(tick box that applies)*

I AM the Data Subject and enclose evidence of my identity *e.g. copy of: driving licence, birth certificate, passport, marriage certificate, utility bill*

I am NOT the Data subject, but am acting on their behalf as their personal representative. I have written authority, which I enclose and evidence of their identity *e.g. copy of: driving licence, birth certificate, passport, marriage certificate, utility bill*

I am NOT the Data Subject, but I am acting on their behalf as their parent or legal guardian and enclose evidence of their identity *e.g. photocopy of birth certificate, passport.*

3. Details of the Data Subject (if different to 1 above)

Full name:	Former Name(s):
Current Address:	Previous Address: <i>(if less than 5 years at current address)</i>
Date of Birth:	
Contact Phone Number:	Email address: <i>(optional)</i>

4. Describe the specific information you are requesting: *Please provide as much detail as possible, such as relevant dates, references etc.*

5. Declaration

I declare that the information given by me is, to the best of my knowledge correct and that I am entitled to apply for access to the information referred to above, under the terms of the General Data Protection Regulations.

Signature:	Date:
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Once LBBD has all the required information and proof of identity, your request should be complied with within 30 days. In exceptional circumstances where it is not possible to comply within this period you will be informed of the delay and given a timescale for when your request is likely to be met. In certain circumstances, the General Data Protection Regulation permits us to withhold information, for example information likely to cause serious harm to the physical or mental health or condition of you, or any other person. Information relating to or provided by a third person who has not consented to the disclosure, including images removed or obscured.

Where to send your request:

London Borough of Barking & Dagenham
Private and Confidential
For the attention of:
Information Governance Manager,
Room 218 Barking Town Hall,
Barking
IG11 7LU

Or email: dpo@lbbd.gov.uk

London Borough of Barking and Dagenham | lbbd.gov.uk
One borough; one community; London's growth opportunity