

Data Protection Act 2018 Data Subject Access Application Form

Personal Details

We need your personal details to find the personal data that we hold when we provide you with council services.

We will keep this form on file up to one year after we reply to your request. We may transfer some of the information you give on this form to a computerised database to help us monitor and improve our performance. After one year we will destroy this form and delete identifying details from our database.

Name (Mr/Mrs/Ms/Other)

Present address

Postcode

Telephone number

Date of birth

Email address

If you have lived at this address for less than two years

Previous Address

Postcode

The council uses personal data to provide a range of services. You can access the data we have about you for some or all of these services. Please tick the box beside the service or services that you want to access. If the service you want is not listed please tick the box beside 'other' and write it in.

- | | | | |
|----------------------------|--------------------------|--|--------------------------|
| Council tax collection | <input type="checkbox"/> | Benefit assessment | <input type="checkbox"/> |
| Housing | <input type="checkbox"/> | Planning | <input type="checkbox"/> |
| Social services – Adult | <input type="checkbox"/> | Human resources & personnel services | <input type="checkbox"/> |
| Social Services – Children | <input type="checkbox"/> | Environmental health & consumer protection | <input type="checkbox"/> |
| Other | | | |

Additional Information

Please provide any additional information like reference numbers, payroll number, previous surname, other details etc. that you think we may need to find your personal data.

Data Subject Declaration

I wish to access personal data that Gateshead Council processes for the purpose of providing me with council services. I have ticked the box beside all the services overleaf that I wish to access at this time.

I understand the council may need to contact me to confirm my identity. I understand the council may need more information from me to find the personal data that I have requested. The 30 day reply period will begin once I provide all the information the council needs to find my personal data.

I confirm that **I am the Data Subject** and not someone acting on his or her behalf.

Please send me the information I am entitled to under the Data Protection Act 2018.

Signed

Dated

Agent's Declaration

If you are **not** the data subject but have authority to act on his or her behalf you must complete this declaration.

I understand the council may need to contact me to confirm my identity. I understand the council may need more information from me to find the personal data that I have requested. The 40 day reply period will begin once I provide all the information the council needs to find the personal data.

I confirm that **I act on behalf of the Data Subject** named overleaf and I have shown Gateshead Council proof of my authority to do so.

Please send the data subject / me (delete as appropriate) the information he or she is entitled to under the Data Protection Act 2018.

Signed

Dated

Please return this form to:

Gateshead Council
Information Rights Officer
Corporate Services and Governance
Civic Centre
Regent Street
Gateshead
NE8 1HH

Or by e-mail to informationrights@gateshead.gov.uk