

# SUBJECT ACCESS REQUEST

The completion of this form is voluntary, and is only an aid to assist the authority in locating your personal data.



## Introduction

Under the terms of the General Data Protection Regulation, and UK Data Protection legislation, an individual is entitled to ask a data controller<sup>1</sup> to confirm what personal information is held about them, and why. You can also ask for a copy of all, or part, of the personal information that is held about you.

All requests (known as subject access requests) must be made in writing\* (this includes via email) and you must provide suitable proof of identity<sup>2</sup>. To help us confirm your identity your request should be accompanied by some form of identification (e.g. a copy of your birth certificate, driving licence, passport, recent utility bill etc.).

The request must also contain enough information to enable us to identify the data subject<sup>3</sup> and to locate the personal information sought.

## How long will it take?

Once your request for information has been received

SECTION A ±Data subject details

Full name: .....

Previous name (s): .....

Address: .....

.....

Postcode: ..... Length of time at this address: .....

Telephone: .....

E-mail: .....

Date of birth: .....



Additional information:

Please add anything else which you think might help us to locate the information you are looking for.

Declaration

The information I have supplied in this application is correct and I: am the person to whom it relates / have the authorisation of the person to whom it relates (please delete as appropriate)

Signed: ..... Date: .....

Checklist

Have you completed as much information as possible?

Have you signed and dated the form?

Have you enclosed appropriate proof of identity?

Have you enclosed appropriate authorisation  
(if requesting on behalf of someone else)?

Please return this form to:

Argyll and Bute Council, Governance Unit, Governance and Law,  
Kilmory, Lochgilphead, Argyll, PA31 8RT

Email: [data.protection@argyll-bute.gov.uk](mailto:data.protection@argyll-bute.gov.uk)

Telephone: 01546 604352