

Request to see personal information

(Subject Access Request under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR))

Please complete this form if you require Bolton Council to inform you whether they, or someone else on their behalf, is holding or processing personal data about you, or a person you are acting for, and to supply you with a copy of that information.

The details you provide on this form will be disclosed to officers dealing with your request and will be used to validate your identity and to locate the requested information. It may also be used for statistical and monitoring purposes.

The Borough Council of Bolton will respond as soon as possible to this request but in any event within 30 days from receipt of this form. Should further information be required to identify the data requested, then the 30 days will run from the date we receive that further information

Please return to The Information Governance Team, Bolton Council, Room 120, Town Hall, Bolton BL1 1RU, or freedomofinfo@bolton.gov.uk

Part 1 – Whose information?

I would like to see information about:

- myself Complete Part 2 and 4.
someone else Complete Part 3 and 4.

Part 2 – Request for information about myself

Surname _____

Maiden name (if applicable) _____

Title (Mr/Mrs/Dr/Ms/Master) _____

Forename(s) _____

Date of Birth _____

(you are not obliged to disclose this but it may help to locate information about you and will be used for verification purposes only)

Address _____

Postcode _____

Telephone _____

If residing at the above address for less than 3 years please provide previous address _____

What information? Please give us as much information as you can to help us find your records quickly. Tell us what information you would like to see. It will help us if you can say which services you have used, when this was, and the names of any contacts in the council.

Part 3 – Request for information about someone else

Warning – we will require written authority from the person you are requesting information about, including a signature or other legal documentation (e.g. parental rights or power of attorney) to confirm this request. You will also need to enclose evidence of your identity and that of the person you are requesting information about. If you are requesting information about a child who may have their own views as to whether the information should be provided to you, we will have to consider those views in certain circumstances.

Person who the information is about

Surname _____

Maiden name (if applicable) _____

Title (Mr/Mrs/Dr/Ms/Master) _____

Forename(s) _____

Date of Birth _____

(you are not obliged to disclose this but it may help to locate information about you and will be used for verification purposes only)

Address _____

Postcode _____

Telephone _____

If residing at the above address for less than 3 years please provide previous address: _____

What information? Please give us as much information as you can to help us find the records quickly. Tell us what information you would like to see. It will help us if you can say which services the person has used, when this was, and the names of any contacts in the council.

Your details

Full Name _____

Address _____

Postcode _____

Tel: _____

Relationship with the person you are requesting information about that leads you to make this request: _____

Part 4 – Declaration and documentation (to be completed by all applicants)

I confirm that I am/ I am acting on behalf of the above person. I certify that the information given on this subject access request form is true. I understand that it is necessary for Bolton Council to confirm my identity/and that of the person I am requesting information about and it may also be necessary to obtain more information in order to locate the correct information.

Print Name: _____

Signature: _____

Date: _____

Please supply the following, when returning this form:

1. Evidence of your identity and proof of current address (e.g. driving licence and utility bill);
2. Evidence of the identity of the person you are requesting information about, including proof of current address (if different from 1. above);
3. Written authority (if acting on someone's behalf).

Copies of proofs of identity will be accepted if posted but we reserve the right to have sight of original documentation.

Please note that any attempt to obtain personal data unlawfully may lead to prosecution. If you are not the data subject or acting on behalf of the data subject but are attempting to gain access to information that you are not entitled, you will be in breach of Section 170 Data Protection Act 2018.
