

# HILDENBOROUGH PARISH COUNCIL

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## Data Subject Request Form

*(For requests under the UK GDPR and Data Protection Act 2018)*

### 1. About You (the Data Subject)

Full name:

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Address:

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Postcode:

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Email:

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Telephone number:

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If you are making this request on behalf of someone else, complete Section 2.

### 2. If You Are Acting on Behalf of the Data Subject

Your name:

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Your relationship to the data subject:

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Your contact details (if different):

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Please provide written authority from the data subject or proof of legal authority (e.g., power of attorney).

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### 3. Type of Request

Please tick the type of request you are making:

- Access – I want to know what personal data you hold about me
- Rectification – I want incorrect or incomplete data corrected
- Erasure – I want my personal data deleted (where applicable)
- Restriction – I want processing of my data restricted

- Objection – I object to the processing of my personal data
  - Data portability – I want my data transferred to another organisation
  - Other – Please specify: \_\_\_\_\_
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#### 4. Details of Your Request

Please describe the information you are requesting or the action you want taken. Include any relevant dates, services, locations, or departments to help us identify your data.

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#### 5. Proof of Identity

To protect your data, we require proof of identity. Please provide one item from each list:

A. Proof of identity (photo ID):

- Passport
- Driving licence
- Other official photo ID

B. Proof of address:

- Utility bill (last 3 months)
- Council tax bill
- Bank statement (last 3 months)

Copies are acceptable. Do not send originals.

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#### 6. How You Would Like to Receive the Response

- Email
  - Post
  - Collect in person
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#### 7. Declaration

I confirm that the information provided in this form is accurate and that I am the data subject or legally authorised to act on their behalf.

Signature:

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Date:

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**8. For Office Use Only**

Date received:

Identity verified: Yes / No

Reference number:

Handled by:

Notes:

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