

**Data Subject Access Request Form**

**Where a third party is making a request on behalf of a data subject**

Under Data Protection Legislation a data subject can request copies of paper and computer records that an organisation holds, shares or uses about them. In certain circumstances, a third party can make a request on behalf of the data subject. In order to deal with a request from a third party on behalf of a data subject we can ask for proof of authority, proof of identity and enough information to enable us to locate the personal data that you request. Please complete this form and return it to us with the information requested to [ORGANISATION'S ADDRESS]. We will acknowledge safe receipt and respond within 30 days.

**Part 1: Person that the information relates to (the data subject)**

Title: Mr / Mrs / Miss / Ms / Other

Surname:

Forenames:

Any other names the data subject is known by:

Address:

Postcode:

Telephone:

E-mail:

Date of birth:

**Part 2: Person (agent) acting on behalf of the data subject**

Title: Mr / Mrs / Miss / Ms / Other

Surname:

Forenames:

Organisation's name:

Address:

Postcode:

Telephone:

E-mail:

What is your relationship to the data subject (for example, parent, carer, legal representative)?

Do you have legal authority to request the data subject's information? Yes No

If the data subject is under 12, do you have parental responsibility for them? Yes No

**Part 3: Proof of identity**

To help us establish proof of identity, your application must be accompanied by photocopies of two official documents for you and also for the data subject named in Part 1, that clearly show between them name, date of birth and current address. Examples include:

Birth (or adoption) certificate.

Photocard driving licence.

Passport.

Medical card.

Any other official document that shows your name and address, for example, a utilities or Council Tax bill (within the last three months).

For legal representatives, a letter on headed paper is sufficient.

If none of these are available, please contact [CONTACT NAME AND DETAILS] for advice on other acceptable forms of identification.

**Part 4: Proof of authority**

Your application must also be accompanied by proof that you are legally authorised to act on the data subject's behalf. Please provide one of the following as proof that you are legally authorised to act on behalf of the data subject named in Part 1:

Letter of consent signed by the data subject.

Power of attorney (for example, where the data subject lacks capacity) or a certified copy.

Evidence of parental responsibility.

If none of these are available, please contact [CONTACT AND DETAILS] for advice on other acceptable forms of authority.

**Part 5: Information requested**

To help us to deal with your request quickly and efficiently please provide as much detail as possible about the information you want. If possible, restrict your request to a particular service, department, teams or individuals or incident. Please include time frames, dates, names or types of documents, any file reference and any other information that may enable us to locate the personal data you seek, like e-mails, the names of senders and recipients and approximate dates.

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Please continue on a separate sheet of paper, if necessary.

**Part 7: How would you like to receive the information?**

You have a choice as to how any information which we are able to release is delivered to you. I would like (please tick one):

To come in and collect the information (you will be asked to bring identification).

To have the information posted to my address by recorded delivery

I, \_\_\_\_\_, confirm that the information provided on this form is true and that I am authorised to make this request on behalf of the data subject named in Part 1 of this form. I understand that [ORGANISATION'S NAME] must confirm proof of authority and identity and that it may be necessary to contact me again for further information to comply with this subject access. I also understand that this request will not be valid until all of the information requested is received.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_