



SUBJECT ACCESS APPLICATION FORM (Data Protection Act 2018)

This form is to be used when an individual (the data subject), or authorised representative (e.g. solicitor) wishes to access personal data held by Warrington Borough Council.

Please complete in BLOCK CAPITALS – illegible forms will delay the time taken to respond to requests.	
Data Subject details whose records are requested (Please complete one form per person)	
Surname:	Date of Birth:
Forename(s):	Current Address:
Any former names (if applicable):	
Telephone Number:	Full Postcode:
Email Address:	Previous Address (if applicable):
Full Postcode:	
If further details are available please include in a separate covering note.	

Details of Information/Records to be accessed	
In order to locate the information/records you require please provide as much information as possible.	
Information/Records dated from: / / to / /	
Please list the specific services you have accessed that you require information/records from: e.g. Social Care Records (Adults or Children's), etc.	

Details of the Applicant (Complete if different to data subject details)			
Full Name			
Company (if applicable)			
Relationship with data subject			
Address to which a reply should be sent	<table style="width: 100%;"> <tr> <td style="width: 50%;">Postcode:</td> <td style="width: 50%;">Tel:</td> </tr> </table>	Postcode:	Tel:
Postcode:	Tel:		

Authorisation to release to applicant (to be completed by data subject if not making their own request)	
I (Print name) _____	
hereby authorise Warrington Borough Council to release any personal data they may hold relating to me to the above applicant and to whom I authorise to act on my behalf.	
Signature of data subject: _____	Date: _____

Declaration

I declare that information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the information/record(s) referred to overleaf, under the terms of the Data Protection Act (2018).

Please select one box below.

- I am the data subject.
- I have been asked to act on behalf of the data subject and they have completed the authorisation section above.
- I am acting on behalf of the data subject who is unable to complete the authorisation section above (Provide a covering letter with further details).
- I am the parent/guardian of a data subject under 16 years old who has completed the authorisation section above.
- I am the parent/guardian of a data subject under 16 years old who is unable to understand the request (Proof of parental responsibility may be required).
- I have been appointed the Guardian for the data subject, who is over age 16 under a Guardianship order (please attach).
- I am the deceased data subject's personal representative and attach confirmation of my appointment.
- I have a claim arising from the data subject's death and wish to access information relevant to my claim (Provide a covering letter with further details).

I am aware of the costs involved with my request.

Print Name _____

Signed (Applicant) _____ Date _____

Please Note:

- You are required to provide evidence of identity (i.e. copy of Driving Licence/Passport) and proof of address (e.g. copy of Council Tax, Utility Bill, Bank Statement)
- If there is any doubt about the applicant's identity or entitlement, information will not be released until further evidence is provided. You will be informed if this is the case.

Please complete and send this document together with the appropriate fee to:

Warrington Borough Council

Subject Access Requests
Contact Warrington
26-30 Horsemarket Street
Warrington
WA1 1XL

Email: contact@warrington.gov.uk (Please add 'Subject Access Request' in the subject line of the email)

Charges Payable: The Council will not charge you a fee, in most cases. Under data protection legislation, there are certain circumstances in which a fee can be charged for processing your request. If a fee will be charged, we will inform you as soon as possible.