



## 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  
East Annexe  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH

**Email:** [contact@warrington.gov.uk](mailto: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.