

Subject Access Request (SAR) Form

Creswell Parish Council

Please use this form to request access to personal data held about you under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

1. Applicant Details

Full Name:

Address:

Postcode:

Email Address:

Telephone Number (optional):

2. Proof of Identity

To protect your personal data, we may require proof of identity before processing your request.

Please indicate which documents you are providing:

- ☐ Passport
 - ☐ Driving Licence
 - ☐ Utility Bill
 - ☐ Other (please specify): _____
-

3. Details of Request

Please describe the personal data you are requesting. Be as specific as possible (e.g. dates, services, departments, subject matter).

4. Relationship to Data Subject

- ☐ I am the data subject
- ☐ I am acting on behalf of the data subject (please complete section below)

If acting on behalf of someone else:

Name of Data Subject:

Your Relationship:

Authorisation Provided: ☐ Yes ☐ No

(You must provide written consent from the data subject.)

5. Preferred Format for Response

How would you like to receive your data?

- ☐ Email
- ☐ Printed copies
- ☐ Secure electronic transfer
- ☐ Other (please specify): _____

6. Additional Information (Optional)

Please provide any further details to help us locate your data:

7. Declaration

I confirm that the information provided in this form is accurate and that I am entitled to request this information.

I understand that: - My request will be processed in accordance with data protection legislation - The Council may contact me for clarification - Proof of identity may be required before processing

Signature: _____

Date: _____

Submission

Please send your completed form to:

Clerk to Creswell Parish Council

[Insert Address]

[Insert Email Address]

For Office Use Only

Date Received:

SAR Reference Number:

Identity Verified (date):

Acknowledged (date):

Response Due Date:

Date Responded:

Outcome:

- ☐ Information provided
- ☐ Partially withheld
- ☐ Refused
- ☐ Clarification required

You do not have to use this form to make a Subject Access Request, but it helps us process your request more efficiently.