North Ayrshire Council

# North Ayrshire Council - Personal Data Request Form

Data Protection Act 2018

Please submit to [subjectaccessrequest@north-ayrshire.gov.uk](mailto:subjectaccessrequest@north-ayrshire.gov.uk).

## Part 1 – Personal Details

If you are making a request for information on your own behalf, please complete the following section:

| **Information** | **Details** |
| --- | --- |
| **Name:** | Enter Name |
| **Address:** | Enter Address |
| **Contact Number:** | Enter Contact Number |
| **Date of Birth:** | Click or tap to enter a date. |

If you are making this request for information on behalf of someone else, please state the nature of your relationship with that person. For example, please confirm if you are a parent, carer, legal guardian, legal representative, or any other person.

You must also provide proof of your authority to request the information and of your own identity.

If you are making this request for information on behalf of someone else, please provide the following information about yourself:

| **Information** | **Details** |
| --- | --- |
| **Name:** | Enter Name |
| **Relationship with Applicant:** | Enter relationship with applicant |
| **Address:** | Enter Address |
| **Contact Number:** | Enter Contact Number |
| **Date of Birth:** | Click or tap to enter a date. |

If you are making this request for information on behalf of someone else, please provide the information about that person:

| **Information** | **Details** |
| --- | --- |
| **Name:** | Enter Name |
| **Address:** | Enter Address |
| **Contact Number:** | Enter Contact number. |
| **Date of Birth:** | Click or tap to enter a date. |

## Part 2 – Information Required

Please give us details of the personal information that you wish to access.

It would help if you could tell us which part of the Council may hold information about you. Please also tell us any reference numbers which may help us find the information you want.

| **Submit Information Required Here:** | Click or tap here to enter text. |
| --- | --- |

## Part 3 – Proof of Identity

We also need to see two documents which prove you are who you say you are. These can be photocopies of your Passport, Driver’s licence, Employer’s or Student card, Unemployment Benefit Card, or Council Rent Book. At least one of the documents must contain your signature to compare it with the one below. Do not send the original documents.

After filling in the form, please check:

1. that all the information is correct,
2. that you have put in two photocopies of documents which prove who you say you are
3. if you are acting for someone else, that you have put in your mandate to prove that you are acting on their behalf

**Declaration**:

**I would like to have access to the personal information about me, which North Ayrshire Council holds as specified above.**

| **Signature:** | Enter Signature here |
| --- | --- |
| **Date:** | Click or tap to enter a date. |

Please return the application to

Data Protection Officer

North Ayrshire Council

Cunninghame House

Irvine, KA12 8EE

Telephone Number: 01294 310000

Email: [subjectaccessrequest@north-ayrshire.gov.uk](mailto:subjectaccessrequest@north-ayrshire.gov.uk) if you require further information about your request.

The information which you provide (on this form or through the Council’s website) will be processed by North Ayrshire Council (which is the ‘data controller’ for purposes of the Data Protection Act 2018) in order to process your application under legislation and respond to you. This may include Council staff contacting you to clarify your request or assist you in making a request under the Act. North Ayrshire Council will not disclose the personal information which you provide to any outside person or organisation except where required to do so by law or with your consent.