



General Data Protection Regulations
Subject Access Request Form

Office use only

GDPR No

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Surname:	Former Surname <i>(if applicable)</i>	
Mr/Mrs/Ms/Miss:	First name:	
Date of birth:		
Present address:		Postcode:
Phone number:		Mobile number:
If you have lived at the above address for less than two years <i>(see guidance notes)</i>		
Previous address:		Postcode:
2. Details of the information you require		
Department/Section		
Subject/topic area:		
Place/office where data is held:		
3. Proof of identification		
Documents/identification supplied <i>(See note in guidance section):</i>		
Please note that the above information will be recorded for administrative purposes and may be used for statistical analysis		
The completed application form and supporting proof of identity should be taken or sent to:		
Data Protection Officer, Town Hall, Hall Plain, Great Yarmouth NR30 2QF		
Signature (of applicant) Date		

General

- 1. Personal details:** Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses with dates. Use a separate sheet of paper if required.
- 2. Details of the information you require:** You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. If the information you require is held in only one place you should identify that place if you can. You should also give any relevant reference numbers that might be used for you. These details are required to assist location of the information.
- 3. Proof of identification:** Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation, for example, a recent utility bill, bank statement (photocopies not acceptable) showing your name and address. In some cases additional details such as a passport or photo ID driving licence may be required due to the sensitive nature of information held.
- 4. Keep your documents secure:** Always send important documents by recorded/special/registered delivery as appropriate. Great Yarmouth Borough Council cannot be held liable for items lost in the post.

If you have any questions relating to identification requirements or any other aspects of a subject access request, you can email us at gdpr@great-yarmouth.gov.uk or telephone us on 01493 856100.