

Mawsley Parish Council  
Clerk & RFO – Fiona Young  
07746 138218 clerk@mawsleyparishcouncil.gov.uk  
32 Holdenby Road, Spratton, Northampton, NN6 8JD



## Subject Access Request form

For use when requesting your personal data under your rights in The General Data Protection Regulation (GDPR) 2018

### 1. Details of the person requesting the information

Full name .....

Address .....

.....Postcode .....

### 2. Are you the data subject?

The **data subject** is the individual to whom the information requested relates.

**YES.** If you are the Data Subject please supply the following evidence so that we can check that we are releasing the data to the correct person. Evidence required:

your date of birth

copy of photographic ID e.g. passport, driving licence or other photo ID – this can be sent to [clerk@mawsleyparishcouncil.gov.uk](mailto:clerk@mawsleyparishcouncil.gov.uk)

**NO.** If you are acting on behalf of the Data Subject, you must be in possession of, and provide a copy to the Clerk of, written authorisation from the Data Subject to obtain their personal data, before this request will be processed. The Parish Council will still require to see confirmation of the identity of the Data Subject, or verification from you that you have confirmed the identity of the Data Subject. Please attach these documents to this form before submitting to the Parish Council or send electronic copies of the documents to [clerk@mawsleyparishcouncil.gov.uk](mailto:clerk@mawsleyparishcouncil.gov.uk)

### Details of the Data Subject

Full name .....

Date of birth .....

Address .....

.....Postcode .....

### Please describe your relationship to the Data Subject.

.....

.....

### 3. Search details

Please describe below in as much detail as possible, the information you require providing identifying information including dates / locations or area of interaction. If you would like a more general search please specify between when you believe your data has been recorded by the Parish Council or give details of interactions.

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4. Please confirm whether you wish to receive your personal data in electronic or paper form.

4.1 If you select the electronic option, you will be sent an email with your personal data included in attachments.

4.2 If you select the paper option, your personal data will be sent to you via first class post, to the address you provided in Section 1 above.

4.3 Please indicate your choice:

Data sent by email – enter your email address here

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Data sent by first class recorded delivery post

**Declaration**

I, ....., certify that the information given on this application form to Mawsley Parish Council is true. I understand that it is necessary for Mawsley Parish Council to confirm my / the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed ..... Date .....

You may download this form, complete it and send it with your proof of identity to the **Fiona Young, Clerk, 32 Holdenby Road, Spratton, Northampton. Or by email to clerk@mawsleyparishcouncil.gov.uk**

Documents which must accompany this application are:

- i) Evidence of the Data Subject's identity
- ii) Evidence of the Data Subject's consent to disclose their personal data to a third party (if required as indicated above)