

## Subject Access Request Form

Please complete sections 1-4 and 8 if you are applying to access your own personal information. If you are giving permission to someone else to apply for access to your personal information on your behalf, all sections must be completed. Please print clearly in ballpoint pen.

### **I. Personal Details (of data subject)**

Surname \_\_\_\_\_

Maiden name \_\_\_\_\_

Forename \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tel no. \_\_\_\_\_

Email \_\_\_\_\_

Before processing a request we need to have proof of the identity of the data subject. This is to protect the identity of the data subject and ensure compliance with the Data Protection Act 1998.

### **2. Proof of identity (of data subject)**

To help us establish your identity you **must** enclose proof of your identity (this should be current and can be a copy).

- |                   |                          |
|-------------------|--------------------------|
| Passport          | <input type="checkbox"/> |
| Driver's licence  | <input type="checkbox"/> |
| Birth certificate | <input type="checkbox"/> |
| Other _____       | <input type="checkbox"/> |

**3. Details of information required (please be as specific as possible)**

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**4. Authorisation of data subject**

Signature \_\_\_\_\_ Date \_\_\_\_\_

If the information is being requested on behalf of the data subject by a third party we also need to establish proof of their identity.

**5. Personal Details (of third party acting on behalf of the data subject)**

Surname \_\_\_\_\_

Maiden name \_\_\_\_\_

Forename \_\_\_\_\_

Address \_\_\_\_\_

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Tel no. \_\_\_\_\_

Email \_\_\_\_\_

**6. Proof of identity (of third party acting on behalf of the data subject)**

If you are acting on behalf of the data subject you **must** enclose a copy of your identification **and** official documentation showing that you are authorised to apply on behalf of the data subject's. This is to protect the identity of the data subject and ensure compliance with the Data Protection Act 1998.

**7. Authorisation of data subject for third party request (if possible)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 8. Checklist

- Proof of identity of data subject
- Proof of authorisation (if applicable)

In line with the Data Protection Act 1998 you will receive a response to your request within 40 calendar days of receipt of this form and the necessary identification. Please return the completed form to:

Access to Information Manager  
English Heritage  
Room G20  
National Monuments Record Centre  
Kemble Drive  
Swindon  
WILTSHIRE  
SN2 2GZ

Tel: 01793 41 4539

Please note that it is an offence to impersonate an individual to obtain personal data under the Data Protection Act.