

Subject Access Request (SAR) Form

Under the Data Protection Act 2018, you have a Right of Access to personal information the Council holds about you. However, the Council provides a wide range of services and may hold personal information about you in many departments. Completing this form will help us to locate the information you are seeking and deal with your request as quickly as possible.

The term 'Data Subject' means the person the information is about.

Part 1. Personal details of the Data Subject

Surname

Forename/s

Alternative names

Date of birth

Current address

**Previous addresses
(if applicable)**

Contact Number

Email address

If you are requesting your own personal information, please continue to **Part 3**.

Part 2. Requesting Information on behalf of the Data Subject

Are you acting on behalf of the data subject with their written consent or other legal authority?
(please tick)

Yes

No

Please state your relationship with the data subject, e.g. parent, legal guardian, solicitor.

Part 2. Continued

Please enclose proof that you are legally authorised to obtain this information. This proof could be a letter of authority, letters or official forms addressed to you on behalf of the data subject. We will return original documents to you. Photocopies cannot be accepted. If we require further proof we will contact you.

Details of the person requesting the information (if not the Data Subject)

Surname

Forename/s

Solicitors name

Address

Would you like the information sent to you or the data subject?

Myself

Data Subject

Part 3. Locating your personal information

In order for us to be able to locate the information you are seeking, please provide some details, if known, as to where you feel information is held about you. If you are unable to do this, please specify the type of information you are seeking in the box named **Additional Information** below.

Council department(s) (if known)

Office location(s) (if known)

Dates of contact with department(s)

Name of officer(s) (if known)

Additional information

Part 4. Declaration

Please read the following declaration carefully and sign and date it.

I certify that the information provided on this application to Sandwell Metropolitan Borough Council is true. I understand that it is necessary for the Council to confirm me/the data subject's identity and that it may be necessary for the Council to request more details from me in order to be able to locate the correct information.

Signature:

Date:

Please return this completed form to:

**Information Management Unit
Sandwell MBC
Sandwell Council House
Freeth Street
Oldbury
West Midlands
B69 3DE**

Or via email to: Info_management@sandwell.gov.uk

***If we require proof of identity prior to providing you with any personal information, we will contact you promptly.**

If you require any assistance or need help completing this form, please email Info_management@sandwell.gov.uk