

## Subject Access Request Application Form

Your name			
Address:			
Email			
Your preferred contact method, email or post.			
Telephone number			
Are you the requesting your personal data?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If you selected 'No', whose data are you requesting?	
Your relationship to the Data Subject or state not applicable:			
<i>If you are requesting data on behalf of a child, please note that we may consult with the child if we believe they have the capacity to understand this request.</i>			
Please describe what data you are seeking below and provide as much detail as possible to aid us in our search:			
Period of interest	From:	To:	
Have you enclosed/attached a copy of your photo ID?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
How would you like the data provided to you? Scanned via email or hard copy?			
Please sign		Date:	

Gillingham Town Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the UK General Data Protection Regulations and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the privacy policy on our website [www.gillinghamdorset-tc.gov.uk/policy-admin/policies-procedures/](http://www.gillinghamdorset-tc.gov.uk/policy-admin/policies-procedures/) which provides more details on the processing of data.

## **DOCUMENTARY EVIDENCE REQUESTED FOR ID PURPOSES**

Please supply one from each of the following categories (copies only).

### **Personal identity**

- current signed passport
- residence permit issued by Home Office to EU Nationals on sight of own country passport
- current UK photocard driving licence
- current full UK driving licence (old version) – old style provisional driving licences are not acceptable
- current benefit book or card or original notification letter from the Department for Work & Pensions confirming the right to benefit
- recent Inland Revenue tax notification
- birth certificate
- adoption certificate
- marriage certificate
- divorce or annulment paper
- confirmation from an Electoral Register

### **Address**

- recent original utility bill (3 months or less) (note that mobile telephone bills should not be accepted as they can be sent to different addresses).
- local authority tax bill (valid for current year)
- current UK photo card driving licence (if not used for evidence of name)
- current full UK driving licence (old version) (if not used for evidence of name)
- bank, building society or credit union statement or passbook containing current address
- recent original mortgage statement from a recognised lender
- tenancy agreement