



## Subject Access Request Form

### Section 1 – Your Details

(or details of the person you are requesting information for)

Full name:

Previous names (e.g. maiden name):

Title (Mr/Mrs/Ms/Miss):

Date of birth:

Current Address:

Previous Address:

Telephone Number:

E-mail address:

**If you are requesting information on behalf of someone else please provide your details below:**

Name:

Title:

Telephone number:

Email address:

**Note:** If you are completing this form on behalf of someone else, please attach a signed letter confirming that they have given you consent to make the request.

### Section 2 – Personal Data Requested:

Please tell us what personal information you would like. It would be helpful to know if you would like information on a certain time period, for a certain service or services, or about a particular matter.

--

### **Section 3 – Declaration**

- I confirm that the information I have provided is correct and true, and that Tunbridge Wells Borough Council may use this information to process my request.
- Tunbridge Wells Borough Council may pass this request on to third parties who work on behalf of Tunbridge Wells Borough Council, and may also hold my personal information, such as contractors, partner agencies, or other authorities. This will be for the sole purpose of fulfilling my subject access request.
- Tunbridge Wells Borough Council may require confirmation of your identity before starting your request.
- Tunbridge Wells Borough Council may use part of the information in this request for statistical monitoring purposes, but will separate it from any identifying information about you, which will not be further used except to process this request.

**Signed:**

**Date:**

Please return the completed form to:  
Data Protection  
Tunbridge Wells Borough Council  
Town Hall  
Royal Tunbridge Wells  
Kent  
TN1 1RS  
[Dataprotection@Tunbridgewells.gov.uk](mailto:Dataprotection@Tunbridgewells.gov.uk)