

**Leeds City Council  
Data Protection Act 1998  
Right of Access to Personal Data**

**Subject Access Request Form**

1. Details of the person about whom the council is holding data (the *Data Subject*).

Full Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Current Address : \_\_\_\_\_

\_\_\_\_\_

Post Code : \_\_\_\_\_

Tel No : \_\_\_\_\_ Email : \_\_\_\_\_

\_\_\_\_\_

2. Have you lived at a different address in the last 2 years? If you have, please give the addresses you have lived at previously. (This is to help the council locate your personal data). If you have not, please go to section 3.

Previous Address 1

Previous Address 2

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Are you the person named in 1 above? Yes  No  (tick one box)  
(The *Data Subject*)

If "Yes", please provide evidence of your identity.

Driving Licence  
Passport  
Birth Certificate  
Council Tax bill  
Utility bill

Please answer question 5 next.

If "No" you **must** provide **written** evidence that you have the Data Subject's authority to ask for the information on their behalf, eg a letter written by them, evidence of Power of Attorney, etc.

Please answer question 4 next.

4. If you are not the person about whom the council is holding the data, please give your :-

Full Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Current Address : \_\_\_\_\_

\_\_\_\_\_

Postcode : \_\_\_\_\_

Tel No : \_\_\_\_\_ Email : \_\_\_\_\_

What is your relationship to the data subject :-

\_\_\_\_\_

Please provide evidence of your identity and the identity of the data subject.

5. Please describe the information you are seeking together with any relevant information such as reference numbers.

For example, are you seeking information about a benefit claim you have made or a housing repair problem?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. **Declaration** - to be signed by all applicants. Please note any attempt to mislead may result in prosecution.

I..... certify that the information I have given on this form to the council is true. I understand the council needs to be satisfied about my identity. I also understand the council might need to ask me for more details in order to locate the information I am seeking.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

*Note - the council must respond to your request within 40 days. However, this period does not start until the council is satisfied about your identity, and has enough detail to locate the information you are seeking.*

**Return this completed form together with evidence of your identity to any One Stop Centre or you can send it to: Property and Finance Section, Legal, Licensing and Registration, c/o Civic Hall, Leeds, LS1 1UR.**

**For Official Use Only**

- Check evidence of applicant's identity
- Check evidence of Data Subject's identity (if different)
- Take photocopies of ID material
- Written authority supplied (if not the Data Subject)


***On the same day as receipt*** - scan and email the form together with evidence of identity to: [cs.freedom.of.information@leeds.gov.uk](mailto:cs.freedom.of.information@leeds.gov.uk). If you are unable to scan in the documents then send to Property and Finance Section, Legal, Licensing and Registration.