

# Payhembury Parish Council

## GDPR Subject Access Request form

1. Please see Payhembury Parish Council’s GDPR Subject Access Request Procedure for further information. This can be found on the Parish Council webpage for Policies and Procedures or by contacting the Clerk.
2. To submit a Subject Access Request, please complete this form and send the completed form via email to the Clerk at [payhemburypc@payhemburyparishcouncil.org.uk](mailto:payhemburypc@payhemburyparishcouncil.org.uk) or via post (email the Clerk or see the Parish Council website ‘Contact Us’ page for the postal address).
3. To ensure proper security, the Parish Council must be sure of your identity before complying with the Subject Access Request. Please see the GDPR Subject Access Request Procedure for a list of official documents suitable for confirming your identity.
4. We can refuse your request if it is manifestly unfounded or excessive, such as if it is repetitive. We will explain why we consider your request to be manifestly unfounded or excessive if we do refuse it.

<b>1. Details of person making the request</b>	
Title	
Name	
Any other names that you have been known by	
Date of birth	
Address	
Telephone Number	
Email	
<b>2. Are you requesting information about yourself (ie you are the data subject)?</b>	
Yes	Please go to section 4
No	If you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right, please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. The Council will contact you if further evidence is required. (please complete section 3)
<b>3. Details of the data subject (if requesting data on behalf of someone else)</b>	
Title	

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Name	
Any other names that the data subject has been known by	
Date of birth	
Address	
Telephone Number	
Email	
Your relationship to the data subject	
<b>4. Describe the information you are requesting</b>	
<p>If you are only seeking certain records, it would be helpful for us to know which types of record you are seeking, any time period to cover, and if you would like to see only specific document(s). Please describe these below with as much detail as you can</p>	
<b>5. Declaration</b>	
<p>I declare that the information given on this form is correct and true</p>	
Name	
Signature	
Date	