

Subject Access Request form



Our ref ¹ : Your ref ¹ :	Date ¹ :
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To help us find the records you want and to confirm your identity we ask you now to fill in this form.

Your (the applicant's) name	
Your address	
Your postcode	
Your daytime phone number	

If you are making this application on behalf of another person ('the data subject'), please (1) use the next box to supply the subject's name and address, and (2) get the subject to sign the statement. If you do not, the information will be sent to the subject's home address.

If the subject is a child under the age of 12 please provide their date of birth:

The subject's name	
Subject's address	
Subject's postcode	
I authorise the person whose name is given as the 'applicant' to receive my personal data from the council.	
(Signature of the subject)	(Date)

If the subject is an adult who lacks the capacity to authorise a third party to act on their behalf, please provide a copy of the Power of Attorney or Court of Protection Order that authorises the applicant to act on the subject's behalf.

Under section 7(2)(b) of the Data Protection Act 1998 a fee of £10 is payable before we can deal with your request for your personal information. Please make your cheque payable to 'London Borough of Lambeth'.

¹ These boxes should be filled in by council staff before the form is sent to the applicant if an initial request has been received.

Please also complete the second page of this form

Please provide as much information as you can to help us identify the data you want.

Please state which council function you want your personal records from, for example Benefits payments, schools allocation, homecare management. You don't have to know the official title; your own description will do.

If you want records about a particular incident, transaction or range of dates, please give details.

You do not have to give us a reason for wanting your records.

Now return this form to the address below on the left; unless you want your benefits information only, in which case send it to the address on the right.

**Subject Access Request Officer
Corporate Complaints
The London Borough of Lambeth
Town Hall
LONDON
SW2 1RW**

**Data Subject Access Officer
Lambeth Benefits
Olive Morris House
18 Brixton Hill
LONDON SW2 1RL**

Spanish

Si desea esta información en otro idioma, rogamos nos llame al 02079262341

Portuguese

Se desejar esta informação noutro idioma é favor telefonar para 02079262341

French

Si vous souhaitez ces informations dans une autre langue veuillez nous contacter au 02079262341

Bengali

এই তথ্য অন্য কোনো ভাষায় আপনার প্রয়োজন হলে অনুগ্রহ করে ফোন করুন 02079262341

Twi

Se wope saa nkaeboy yi wo kasa foforo mu a fre 02079262341

Yoruba

Tí ẹ ba ẹ imoràn yìí, ní èdè Òmíràn, ẹjọ, ẹ kàn wà l'ágogo 02079262341

If you would like this information in large print, Braille, audio tape or another language, please contact us on 02079262341
