This form is used to confirm the identity of the Data Subject, the identity and authority of the applicant (where applicable) and to assist in locating Personal Data relating to the Data Subject. Please complete it and send it to the address at the end of the form. If you need any help please call 020 7641 3332/8578 or email dataprotection@westminster.gov.uk

### Question 1 - Who is the Data Subject?

<table>
<thead>
<tr>
<th>Data Subject's full name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post code</td>
</tr>
</tbody>
</table>

If the Data Subject has lived at this address for **less than 2 years**, please tell us their previous address:

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Post code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone No.</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-mail address</th>
<th></th>
</tr>
</thead>
</table>

(a) Has the Data Subject ever been an employee of the City of Westminster?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Don't know</td>
</tr>
</tbody>
</table>

(b) Has the Data Subject ever lived in the City of Westminster?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Don't know</td>
</tr>
</tbody>
</table>

(c) Has the Data Subject ever operated a business as a partner or sole trader in the City of Westminster?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Don't know</td>
</tr>
</tbody>
</table>
Question 2 - What are your Personal Details?

(a) Are you the Data Subject?

Yes [ ]

No [ ]

If you answered 'Yes', go straight to Question 3 on page 3. Otherwise, please provide the information below.

Your full name

Address

..……………………………………………………………………

..……………………………………………………………………

..……………………………………………………………………

..……………………………………………………………………

..……………………………………Post code..…………………

Telephone No.

(b) If you are NOT the Data Subject, state your relationship to them.

What is your relationship to the Data Subject?

(c) If you are NOT the Data Subject, describe your entitlement to receive details of their Personal Data, and the written authority enclosed (e.g. from the Data Subject) which supports this entitlement.

Why are you entitled to their Personal Data?

What written authority have you enclosed?
Question 3 - How do you believe we process the Data Subject's Personal Data?

Our search for information relating to the Data Subject will be based on the information provided below.

(a) The Council processes Personal Data for the following purposes. Please tick the boxes next to the purposes that you would like us to search.

Rent collection
Council tax collection
Housing
Planning, Licensing, Highways & Transportation
Social & Community Services
Environment Health and Trading Standards
Library and Leisure Services
Education

Any other purposes not listed above

Any other information which will assist in searching for the Data Subject's personal information.
Question 4 - What documents can you send or produce to confirm the identity and address of the Data Subject?

We must see the original documents and we cannot accept photocopies. Note that the City of Westminster will return all documents as soon as possible via recorded delivery * (please see note below)

If you deliver your documents in person we will return them to you after verification - please call 0207 641 3332/ 8578 for further information.

(a) You must confirm the Data Subject's identity by sending one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed.

i) Full Valid Driving licence issued by a member state of the EC/EEA

ii) Birth Certificate or Certificate of Registry of Birth or Adoption certificate

iii) Full Valid Current Passport or ID Card issued by a member state of the EC/EEA or Travel Documents issued by the Home Office or Certificate of Naturalisation or Registration or Home Office Standard Acknowledgement Letter (SAL)

If the Data Subject's name is now different from that shown on the document you submit to confirm his/her identity, you must also supply original documentary evidence to confirm the Data Subject's change of name e.g. Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration.

(b) You must also confirm the Data Subject's address by sending us one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed.

i) Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter

ii) Council Tax demand in the Data Subject's name for the last quarter

iii) Bank, building society or credit card statement in the Data Subject's name for the last quarter

iv) Letter to Data Subject from solicitor/social worker/probation officer in the last quarter
Formal Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the Personal Data about the Data Subject which you process for the purposes I have indicated overleaf. I confirm that this is all of the Personal Data to which I am requesting access. I also confirm that I am either the Data Subject, or am acting on their behalf.

Signed

Print Name

Date

Make sure you have:
(a) completed this form;
(b) signed the declaration above;
(c) enclosed originals of identification documents.

Send them to:

The Data Protection Officer
Westminster City Council
18th Floor
64 Victoria Street
London
SW1E 6QP
dataprotection@westminster.gov.uk

* We highly recommend that you send your form and documents by a secure method e.g. Recorded Delivery. If you are able to come into one of the Council’s One Stop Services, you may ask them to make and certify a copy of your verification documents and have these delivered internally to the corporate team.