

Subject Access Request Form under the General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018

Please fill out this form if you wish to make a request for access to your personal data held by Enfield Council in accordance with the GDPR.

Personal Details

Full name:

Address:

Email address:

Contact number:

Identification

Please provide one of the following forms of identification:

- A copy of your passport;
- A copy of your driving license; or
- A copy of a recent utility bill (dated within the last three months).

Details of Request

Please describe the nature of your request in as much detail as possible, including any relevant dates or time periods. This will help us to identify the personal data you are requesting and locate it more efficiently.

Declaration

I declare that the information provided on this form is true and accurate to the best of my knowledge. I understand that if I provide false information, it may invalidate my request for access to my personal data.

Signature

_____ Your Signature

_____ Date

Submit

Please return this completed form along with your identification documents by post to:

Data Protection Officer

Enfield Council

PO Box 54

Civic Centre

Silver Street

Enfield

EN1 3XF

Alternatively, you can email the completed form and your identification documents to:

enfield.data.protection.officer@enfield.gov.uk

Once we have received your GDPR and DPA 2018 request, we will review it and respond within 30 days. If we need more information to process your request, we will contact you to request this.