

Subject Access Request Form

1. Are you asking for your information?

Yes	
No, I am responsible for a child aged 12 or under	
No, I am responsible for a child aged 13 or over who can't make the request themselves	
No, I am responsible for an adult who can't make the request themselves	
No, I am acting on someone's behalf	

2. About me

Name:	
Date of Birth	
Do you have any aliases? <i>(this will make it easier to find you)</i>	
Address:	
Contact Details:	

3. About the person whose information I want (if different from 'No. 2 - About Me')

Name:	
Date of Birth	
Do you have any aliases? <i>(this will make it easier to find you)</i>	
Address:	
Contact Details:	

4. The information I want (please describe what you want us to give you in the box below)

5. Where I think you have my information (please tick the boxes below to show where you think we have your information. Doing this will help us find it quicker).

Education	<input type="checkbox"/>	Children’s Social Care	<input type="checkbox"/>	Adult’s Social Care	<input type="checkbox"/>	Housing and/or Homelessness	<input type="checkbox"/>
Council Tax or Benefits	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Legal	<input type="checkbox"/>	Complaints	<input type="checkbox"/>
Other (please state)							

6. Please indicate what identification you have shown us:

Passport:	<input type="checkbox"/>	Driving Licence:	<input type="checkbox"/>
Utility Bill (e.g. gas, electricity or landline telephone):	<input type="checkbox"/>	Birth Certificate:	<input type="checkbox"/>
Guardianship Order:	<input type="checkbox"/>	Solicitor/Lawyer Mandate:	<input type="checkbox"/>
Other (please specify):			

7. Declaration

Please note that any attempt to mislead may result in prosecution.

- I confirm that the details given in this form are correct.
- I understand that Midlothian Council may have to confirm my identity, or the identity of the person whose information I have asked for.
- I understand that Midlothian Council might ask for more details, to make sure they can collect information for the correct person.

Signed.....

Date.....

Please return this form to:

- Data Protection Officer, Midlothian Council, Midlothian House, 40-42 Buccleuch Street, Dalkeith, Midlothian, EH22 1DN
- Email: dpo@midlothian.gov.uk