

REQUEST FOR PERSONAL INFORMATION
HELD BY WREXHAM COUNTY BOROUGH COUNCIL

Section 1: Request

I am making the request on my own behalf

Please complete Sections 2, 4, 5 & 6

I am acting on behalf of someone else

Please complete Sections 3, 4, 5 & 6

Section 2: Data Subject (person the information relates to)

Surname:

First name(s):

Maiden name / former names:

Date of birth:

Current address:

Former address (if you have lived at the above address for less than two years):

Telephone number(s):

Email address (optional):

Section 3: Application on behalf of the data subject (*tick whichever is appropriate*)

I am the child's parent and I enclose proof of parental responsibility.

The child is over the age of 13 and I enclose consent to share from the child

I am the personal representative of a deceased person and I enclose evidence

I am requesting the information on behalf of someone else and enclose written consent

If you are requesting information on behalf of a data subject please provide your details below:

Full name:

Address:

Telephone number(s):

Email address (optional):

Relationship to data subject:

Section 4: Details of information being requested

To enable us to deal with your request quickly and efficiently please provide us with as much detail as possible about the information you want and the service(s) you have received from us. Or, if you know which Department holds your information, please detail below, e.g. Social Services, Education, Housing etc.

Section 5: Proof of identity

Please select one from each section.

(1) Photographic proof of identification

Passport Driving Licence Other please state

(2) Proof of address

Utility Bill Bank Statement Other please state

Please **do not** send original documents

Section 6: Declaration

I certify that the information provided by me on this form is true and correct to the best of my knowledge. I understand that attempting to obtain information using false information is a criminal offence under data protection legislation.

Name:

Signed:

Dated:

Section 7: Making the application

When you have completed this form you can email, post or deliver in person along with copies of your proof of identity to:

Post: Corporate Information Team
Corporate & Customer Services
The Guildhall, Wrexham, LL11 1AY.

Email: FOI@wrexham.gov.uk

In person: Contact Wrexham
16 Lord Street. Wrexham, LL11 1LG.

Hours: **9.00am – 4.30pm** Monday, Tuesday, Wednesday & Friday
10.30am – 5.30pm Thursday

The information contained in this form will only be used for the purpose of handling your subject access request and will not be kept longer than is necessary under data protection legislation.