

## Individual Rights Request Form

### SECTION 1: YOUR DETAILS

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Title

First Name

Surname

Date of Birth

 /  / 

House Name/Number

Address 1

Address 2

Town

Post Code

Email Address

Telephone Number

### SECTION 2: YOUR REQUEST

Please select what Individual Right in line with Data Protection Law you would like to exercise;

- Subject Access: Confirmation and Access to the personal data we hold about you.
- Rectification: To alter the personal data we hold about you, if you believe it to be inaccurate
- Erasure: To delete the personal data we hold about you, if you believe it to be unnecessary.

### SECTION 3: REQUEST DETAILS

To help us locate the information we hold, please tick the box of the department(s) within the council which your request relates to;

- Adult Social Services**
  - Bereavement Services & Registrations**
  - Children's Social Services**
  - Commissioning & procurement**
  - Culture, Venues, Tourism & Events**
  - Customer Services**
  - Education & Lifelong Learning**
  - Facilities Management**
  - Finance**
  - Governance & Legal**
  - Harbour Authority, Parks & Sport**
  - Health & Safety**
  - Housing**
  - Housing Benefits**
  - Human Resources**
  - ICT**
  - Information Governance**
  - Performance & Partnerships**
  - Rent Smart Wales**
  - Transport**
  - Waste Services**
  - Other, please specify; \_\_\_\_\_**
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**Please Note: If you wish to request information from;**

- **A school**
- **The NHS**
- **The Police**

**You will need to submit a request to the appropriate body directly.**

Please indicate a time frame from which your request refers to;

From

To

/   /

/   /

Please provide any further details of what personal data you would like to **access/rectify/erase** below;

#### SECTION 4: SUPPORTING DOCUMENTS

In order for your request to be processed, Cardiff Council requires;

- A clear copy of valid photographic ID (i.e. Passport, Driver's License)
- Proof of address, dated within the last 3 months (i.e. Bank statement, utility bill)

I confirm that I have inserted **copies** of the above (**please tick**)

#### SECTION 5: DATA SUBJECT DECLARATION

Under the Data Protection Act 2018 I wish to exercise my Individual Rights, as detailed in section two.

I confirm that I am the subject of this information and not someone acting on my behalf, and understand that Cardiff Council have one calendar month to respond to my request. This timeframe is statutory, unless there are circumstances in which this timeframe requires extension, or where further information is required from myself.

We will contact you directly, if the circumstances above occur.

I have read and understood the terms of this Data Subject Declaration and **consent** for my personal details to be submitted to the Information Governance Team

Signed

Date

\_\_\_\_\_

\_\_\_\_\_

Please send your request to the address below;

Data Protection Officer  
Cardiff Council  
Information Governance Team  
County Hall  
Atlantic Wharf  
Cardiff Bay  
CF10 4UW  
Email: **Individualrights@Cardiff.gov.uk**