

## Individual Rights Request Form: Third Party

### SECTION 1: DETAILS OF THE APPLICANT MAKING THE REQUEST

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Full Name

Company Name/Contact Name (if applicable)

House Name/Number

Address 1

Address 2

Town

Post Code

Telephone Number

Email address



**SECTION 2: DATA SUBJECT DETAILS (who the information is about)**

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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 2.1: DATA SUBJECT CONSENT (who the information is about)**

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I ..... CONFIRM I AM THE NAMED DATA SUBJECT OF SECTION 2 AND HAVE FREELY AGREED FOR THE INDIVIDUAL NAMED IN SECTION 1, TO REQUEST THE ACCESS, RECTIFICATION AND/OR ERASURE OF MY PERSONAL DATA.

SIGNED

DATE

\_\_\_\_\_

\_\_\_\_\_

## SECTION 3: YOUR REQUEST

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

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

## SECTION 4: 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 5: SUPPORTING DOCUMENTS**

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

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

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

## SECTION 6: THIRD PARTY DECLARATION

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Under the Data Protection Act 2018 I wish to exercise the Individual Rights of the data subject, as detailed in Section Two.

I confirm the data subject is aware their personal data will be processed for the purpose indicated and that I have consent to act on behalf of the data subject in requesting this information.

I understand that Cardiff Council have one calendar month to respond to my request. This timeframe is obligatory, unless there are circumstances in which this timeframe requires extension, or where further information from myself is required.

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

I have read and understood the terms of this Third Party 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**