

Individual Rights Requests: Consent Form



SECTION ONE

As part of our duty to you, Cardiff Council allows you to request access to personal Information we hold about you, as well as allowing you to ask for your personal Information to be rectified (changed) or erased (deleted).

This form allows someone else to act on your behalf, for example: a parent or relative, friend, solicitor etc.

To comply with the Data Protection Act 2018, we require your permission to process this request, therefore once you have completed this form, please sign and date it and return it to the email address below.

If you require any further information regarding an Individual Rights Request please contact Individualrights@cardiff.gov.uk

SECTION TWO

Your name:

Type of Request (Please Circle): Access Rectification Erasure

SECTION THREE

The name of the person acting on your behalf:

Their relationship to you:

SECTION FOUR

By signing the below, I confirm I am the person named in Section Two, and I have freely agreed for the person named in Section Three to act on my behalf in relation to the request circled above.

I understand that I may withdraw my request at any time.

Signed (by yourself)

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Date Signed

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