



DATA RIGHTS REQUEST FORM

Please use block capitals

Your name & address (or if you are acting on behalf of the data subject, **their** name and address):

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Daytime telephone number:

Email address:

Date of birth (if under 18):

For use by agents of the data subject only

Your name & address:

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Daytime telephone number:

Email address:

Do you act on behalf of the data subject? YES/NO

Do you have their written authority to act on their behalf? YES/NO

If "YES", please attach a copy of the authority to act on the data subject's behalf.

If "NO", please answer the following.

(i) What is your relationship to the data subject?

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(ii) Can you provide written confirmation of your entitlement to act on the data subject's behalf?

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To be completed in all cases

Under the Data Protection legislation, data subjects have the following rights with regards to their personal information:

- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling
- The right to withdraw consent

(i) Which right/s (above) do you/the data subject wish to exercise and why?

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(ii) Please provide as much information so we can find your personal information and deal with your request. For example, account number; council department or name of

council officer you have been dealing with (if appropriate). If there is not enough space here, please include the information on an additional page.

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We will need to be satisfied as to your/the data subject's identity. You will need to provide two copies of Proof of Identity (of the Data Subject) showing your/their name and address. If this is not possible, please contact our Data Protection Officer to discuss alternatives.

Please return the completed form with Proof of Identity to:

Data Protection Officer
Eastleigh Borough Council
Eastleigh House
Upper Market Street
Eastleigh SO50 9YN

Email to: dp@eastleigh.gov.uk

Tel: 023 8068 8000

Signed:Date:

Privacy Notice

Eastleigh Borough Council is committed to your privacy. We will use the information on this form for the purposes of processing your application. Please see our full Privacy Notice (<https://www.eastleigh.gov.uk/privacy>) for more information.

The proof of identity that you provide will be checked and then destroyed in our confidential waste.