



How we use your information

To find out how Carmarthenshire County Council uses the personal data collected in this form, please read our [Privacy Notice](#) or telephone 01267 224127.

Subject Access Request Form

Section 1	
Your full name:	
Your date of birth:	
Address & postcode:	
Contact telephone number(s):	
Email address:	
Preferred method of access:	Electronic, via secure email <input type="checkbox"/> Hard copies <input type="checkbox"/> (please tick your preference)
Section 2	
Are you applying on behalf of someone else? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick as appropriate)	
• If 'No' please go to Section 3 .	
The full name of the person:	
The date of birth of the person:	
Address & postcode:	
Your relationship to the person: (e.g. parent/guardian)	

Section 3

Please specify what personal data you are applying for, including which Council services are covered by your request:

Section 4

Please provide any details that may assist us in searching for the personal data, for example, reference numbers, previous addresses and any other name(s) you, or the person you are applying for, have been known by:

Declaration

Please read this section carefully

- I am the person named in Section 1 and can confirm that the information I have provided on this form is correct
- I understand that it may necessary for Carmarthenshire County Council to obtain further information from me to confirm my identity, get permission from data subject(s) to disclose personal data to me and/or obtain more detailed information in order to locate personal data

Signature

Date