



# SUBJECT ACCESS REQUEST FORM

## Request for your personal information

The General Data Protection Regulations (GDPR) 2016 provides you with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data and your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

### SECTION 1: Personal Details

|                           |  |
|---------------------------|--|
| Full name:                |  |
| Address:                  |  |
| Contact telephone number: |  |
| Email address:            |  |

To ensure we are releasing data to the right person we require you to provide us with a photocopy of one form of proof of identity and one form of proof of address from the lists below:

- 1) Proof of Identity  
Passport, photo driving licence, national identity card, birth certificate.
- 2) Proof of Address  
Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill; HMRC tax document (no more than 1 year old).

### SECTION 2: What information are you seeking?

Please describe the information you are seeking.

### SECTION 3: Declaration

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that it may be necessary for Jesmond Library to obtain further information in order to comply with this subject access request.

Signed.....

Date .....

Please return the completed form and documentation to:

Jesmond Library  
St George's Terrace  
Jesmond  
Newcastle upon Tyne  
NE2 2DL

Email: [enquiries@jesmondlibrary.org](mailto:enquiries@jesmondlibrary.org)

Telephone: 0191 281 2385

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For library use only:

Volunteers, on receipt of this form, please inform the Volunteer Coordinator immediately to ensure a prompt response.