

# SUBJECT ACCESS REQUEST FORM



## Request for personal information on behalf of another person

The General Data Protection Regulations (GDPR) 2016 provides everyone with a right to receive a copy of the data we hold about them or to authorise someone to act on their behalf. Please complete this form if you have been given authorisation by someone else (the data subject) to request their personal data. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

### SECTION 1: Your 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).

**As you are acting on behalf someone else (the data subject), please enclose the data subject's written authority for you to make this request and proof of their identity. If the data subject is a child, please enclose proof that you are the data subject's parent or guardian.**

### SECTION 2: Details of the data subject

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

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## SECTION 3: 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. 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.