

## **Subject Access Request Form**

This form is to enable you to make a Subject Access Request (SAR) to Nash Parish Council under the **Data Protection Act 2018** and **UK GDPR**. This request allows you to obtain a copy of the personal data held about you by the Parish Council.

---

### **Personal Information:**

1. **Full Name:**
  2. **Date of Birth:**
  3. **Address:**
  4. **Email Address:**
  5. **Phone Number (optional):**
- 

### **Details of Your Request:**

6. Please describe the information you are requesting (be as specific as possible):
  7. **Are you requesting information about yourself or someone else?**
    - ☐ Myself
    - ☐ Someone else (If requesting on behalf of another person, please provide evidence of authority to act on their behalf, e.g., a signed consent form).
  8. **Do you have any specific time period for the records you are requesting?**
  9. **Preferred email address for response:**
    - ☐
- 

### **Proof of Identity:**

10. To verify your identity, please provide one of the following:
  - A copy of your passport (showing the same name as above)
  - A copy of your driver's license (showing the same name/address as above)
  - A copy of a utility bill dated within the last 3 months (showing the same address as above)
  - Other (please specify):

---

**Declaration:**

I, the undersigned, confirm that the information provided above is accurate and complete to the best of my knowledge. I understand that providing false information could delay the processing of my request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**For Office Use Only:**

Date Received: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Notes:

---

Please send this form with supporting information to **[clerk@nash-bucks-pc.gov.uk](mailto:clerk@nash-bucks-pc.gov.uk)**

**Nash Parish Council**

**Nash Parish Council, Village Hall, Stratford Road, Nash MK17 0ES**

**07793 131810**