

Archives: Wigan & Leigh
Wigan Council
Leigh Town Hall, Leigh
01942 404 430
archives@wigan.gov.uk

Data Subject Access Request Form

Under the UK General Data Protection Regulation (UK GDPR), you are entitled to access any personal information the Council holds about yourself, including information stored in the collections held by Archives: Wigan & Leigh.

To request a copy of this information you must make a data subject access request in writing. You are entitled to receive a copy of your personal data within 1 calendar month of our receipt of your completed subject access request. If your request is complex then we can extend this period by a further two months, if we need to do this we will contact you. You can make a subject access request, either via a letter or via an email to the postal or email address above.

We encourage individuals submitting a data subject access request to contact Archives: Wigan & Leigh before making the request to enable us to check general records series and advise if we are likely to hold personal information relating to you.

1. Details of person requesting the information:

Full name:

Address:

Telephone Number:

Email address:

2. Are you the data subject?

YES: If you are the data subject please supply evidence of your identity, i.e. original or copy of driving licence, passport, national identity card or photo-pass, and as evidence of address a recent letter or bill from a utility company. Please include a stamped addressed envelope for returning the document.

(Please go to section 4)

NO: Are you acting on behalf of the data subject with their written authority? If so, that authority must be enclosed. If not, what other legal justification have you for obtaining access to the data? Please note that identification as above must be provided for you and the data subject.

(Please go to section 3)

3. Details of the data subject (if different from section 1)

Full name:

Address:

Telephone Number:

Email address:

4. Please describe the information you seek together with any other relevant information. This will help us to identify the information you require. If you know the catalogue reference of the records you wish to access, please supply this.

AWL Reference Code:

I, certify that the information given on this application form to Archives: Wigan & Leigh is true.

I understand that it is necessary for the Archives: Wigan & Leigh to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal information.

Signature:

Date:

Note. The period of 1 month in which the Archives: Wigan & Leigh must respond to the request will not begin until all information is provided and permissions for access confirmed.

Please return the completed form to Archives: Wigan & Leigh, Leigh Town Hall, Leigh, Wigan, WN7 1DY or archives@wigan.gov.uk

Documents which must accompany this application:

- Evidence of your identity
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)
- Stamped addressed envelope for return of proof of identity/authority documents

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AWL Staff Use Only:

Confirmation of identification documents, viewed by:

Name:

Date: