# Subject Access Request Form

Right of access to personal data

General Data Protection Regulation (GDPR) and Data Protection Act 2018

*You do not have to complete all aspects of this form if you do not consider it to be relevant to your request, however we may need to ask you for further information in order to confirm your identity or identify any records we hold that contain your personal data.*

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| 1. Details of the person about whom the West Yorkshire Combined Authority is holding data (the data subject) | |
| Full Name: |  |
| Date of Birth: |  |
| Current Address: |  |
| Postcode: |  |
| Telephone No: |  |
| Email: |  |

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| 1. Have you lived at a different address in the last 2 years? If you have, and this is relevant to your request, please give the addresses you have lived at previously in order to help us locate your personal data. If you have lived at the same address then please go to section 3. | |
| Previous Address 1 | Previous Address 2 |
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| 1. Are you the person named in 1. above? Yes  No  (tick one box) (the data subject) |
| If you have ticked “**Yes**” above, please provide evidence of your identity as a copy of either one of the following documents, along with the return of this completed form:   * Driving License * Passport * Birth Certificate   Please now answer question 5. |
| If you have ticked “**No**” above, you must provide written evidence that you have the data subject’s permission to ask for the information on their behalf, e.g. a letter written by them, evidence of Power of Attorney, etc. Please supply this along with the return of this completed form.  If your request concerns data held about a child, we will require evidence of parental responsibility or legal guardianship. Please be aware that older children who are considered mature enough to understand their rights should make requests in their own name or provide consent for a parent or guardian to act on their behalf. Generally children aged 12 or over are presumed to have sufficient maturity however this depends on the individual child. Please supply evidence of consent where this is given.  Please now answer question 4. |

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| 1. If you are not the person about whom the West Yorkshire Combined Authority is holding the data, please provide the following: | |
| Full Name: |  |
| Date of Birth: |  |
| Current Address: |  |
| Postcode: |  |
| Telephone No: |  |
| Email: |  |
| What is your relationship to the data subject: | |

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| 1. Please describe the information you are seeking together with any relevant information such as reference numbers. |
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| 1. Declaration – to be certified by **all** applicants. Please note any attempt to mislead may result in prosecution.   I ………………………………….. certify that the information I have given on this form to the West Yorkshire Combined Authority is true. I understand the West Yorkshire Combined Authority needs to be satisfied about my identity. I also understand the West Yorkshire Combined Authority might need to ask me for more details in order to locate the information I am seeking.  Date:  *Note – the West Yorkshire Combined Authority must respond to your request within one month. However, this period does not start until the West Yorkshire Combined Authority is satisfied about your identity, and has enough detail to locate the information you are seeking.*  **Return this completed form together with evidence of your identity by email to**  [**DPO@westyorks-ca.gov.uk**](mailto:RBrookesDPO@westyorks-ca.gov.uk) |