

**DATA PROTECTION ACT 2018**

**EXERCISING YOUR RIGHTS REQUEST FORM**

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| Your Rights | Under the Data Protection Act 2018, there are eight rights:  The right to be informed, of access, rectification, erasure, to restrict processing, data portability, to object and in relation to automated decision making and profiling.  To exercise your rights, please complete the following form noting that prior to action Council will take reasonable steps to confirm your identity. |

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| **The Council’s Rights** | Please note, the rights do not apply in certain circumstances. For further information see: www.ico.org.uk  In any event, we will respond to your request within 28 days if you have provided us with sufficient information relating to your identity, and to assist us in locating the required information, if any. |

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| Proof of Identity | Sections 1 and 3 of the form require you to give sufficient information about yourself to help the Council to confirm your identity. We have a duty to ensure that personal information which we hold is secure and we must be satisfied that you are who you say you are.  Section 6 requires Council to take reasonable means to identify you and to ensure we only process your personal data. |

When you have completed this form please send it to,

Information Governance Office

**Causeway Coast and Glens Borough Council**

**Cloonavin**

**66 Portstewart Road**

**COLERAINE**

**N Ireland. BT52 1EY**

When completing this form, please use block capitals.

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| **Section 1: Applicants Details** | |
| Personal Details | |
| Name |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Town |  |
| County |  |
| Postcode |  |
| Country |  |
| Telephone Number |  |
| Preferred format for receipt of information |  |

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| Section 2: Verification | |
| Are you the Data Subject | YES / NO  (if the answer is yes, proceed to Section 3) |
| Are you an agent for the Data Subject | YES / NO  (if you are an agent, please attach a copy of your authority to act on behalf of the data subject, including your full name and address. |

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| Section 3: Data Subject – Additional details (if relevant to assist Council with locating the relevant records) | |
| Date of Birth |  |
| Previous Surnames to include dates changed |  |
| Previous Address to include postcode to include date relevant |  |

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| Section 4: Rights basis – please tick which right you are exercising. | |
| Right of access |  |
| Right to rectification |  |
| Right to erasure |  |
| Right to restrict processing |  |
| Right to data portability |  |
| Right to object |  |
| Rights in relation to automated decision making and profiling |  |

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| Section 5: Request Details. |
| Please describe as specifically as possible your data request  Where you are exercising your right to rectify data, please provide any relevant arguments and evidence as to why you are exercising your rights.  Please include any relevant time frames and names of services area e.g environmental services to assist in locating the relevant data. |
| (Please continue on another page if necessary and firmly attached to form). |

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| **Section 6: Proof of Identification / Proof of Residential Address** | | | |
| **Identity Verification** | | **Address Verification** | |
|  | Please tick one box | You must provide at least ONE of the documents from the list below | Please tick box |
| Passport |  | Utility Bill (e.g. electricity, gas, oil) |  |
| Driving Licence |  | Rates Bill |  |
| Other  [Insert details][[1]](#footnote-1) |  | Telephone Bill |  |
|  |  | Credit Card or Bank Statement |  |
|  |  | Other  [Insert details][[2]](#footnote-2) |  |
| **All proof of identification must be valid** |  | **All proof of address must be valid (last 6 months) and must include the individual’s name and address. Photocopy acceptable.** |  |

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| Section 7: Declaration. | |
| I declare that the information given in this application is correct. | |
| Signed |  |
| Date |  |

1. EU Photo ID Card, Adoption Card, HM Forces ID Card are acceptable. [↑](#footnote-ref-1)
2. Marriage Certificate, TV License, P45/60 Statement, Tax Code Statement (current year)] are acceptable [↑](#footnote-ref-2)