



# Hal Kirkop Local Council Subject Access Request Form

(for further guidance please refer to the Subject Access Request Procedure)

Request for Access to Personal Data under the General Data Protection Regulation 2018.  
Please complete all parts to the Hal Kirkop Local Council (hereinafter referred to as the  
'Local Council')

## Part 1 – Details of Data Subject (person making request)

**Contact Details** (in block capitals):

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address (where applicable): \_\_\_\_\_

## Part 2 – Details of Request

Requesters should include any details that will help the organisation locate their personal data. For example, please state the area(s) within the Local Council to which the data relates:

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Please provide any reference numbers relating to your contact with the Local Council:

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Please outline details of the data sought:

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### Part 3 – Verification of Identity

In order for the Local Council to verify your identity, please submit photographic identification (copy of Identity Card OR Driving Licence OR copy of Passport). The Local Council may request additional official documentation regarding proof of address.

***Please note that the Local Council will be unable to commence processing your request or provide you with any information about your personal data, if it is not fully satisfied as to your identity. This is in order to ensure that personal data is not accidentally disclosed to the wrong person.***

### Part 4 - Declaration

I declare that all the details I have provided in this form are true and complete to the best of my knowledge.

Signature of Requester \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed form by post to:

Data Protection Officer,  
c/o Ħal Kirkop Local Council,  
31, Triq San Benedittu,  
Ħal Kirkop, KKP 1243

Or by email to [DPO@boomconsultancy.eu](mailto:DPO@boomconsultancy.eu)

## Checklist

Have you:

1. Completed the Subject Access Request (SAR) form in full - YES/NO
2. Signed and dated the Declaration on the SAR form - YES/NO
3. Included a photographic ID - YES/NO
4. Included a copy of a recent utility bill or Government letter - YES/NO

### **Subject Access Requests PRIVACY STATEMENT**

The Local Council is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Local Council will use your personal data supplied on this form in order to assist you to exercise your rights under GDPR. The Local Council will not process your personal data for any purpose other than that for which they were collected. The Local Council will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the personal data that we collect are no longer required, we destroy or delete them in a secure manner. The Local Council's Data Protection Policy sets out how the Local Council will use your personal data, as well as providing information regarding your rights as a data subject. The policy is also available in hard copy upon request or online.