**Mandate for access to personal data**

The General Data Protection Regulation (GDPR) and Data Protection Act 2018 provide individuals with a right of access to personal data about themselves.

If you are asking another person (such as a family member, solicitor or elected representative) to act on your behalf to access your personal data, please complete this mandate form.

This is so the Council knows that someone is acting on your behalf, and knows that you are content for your personal data to be disclosed to them.

The person making the request on your behalf should send this mandate to the Council when they request your personal data.

I, (insert your name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

of (insert your address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

date of birth (insert your date of birth) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

authorise (insert name of the person acting on your behalf) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to access the following personal data (insert description of personal data)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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on my behalf.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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