

# Information request form

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## Section 1: Your contact details

Date of request			
Name		Email address	
Address			
Postcode		Telephone no.	

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## Section 2: What information do you want to see?

Letting us know what you need helps us to get you what you're looking for

Is the request for your information or data?

- Yes - my data (complete [Section 3](#))
  - No - someone else's (complete [Section 3](#) about the 'data subject' and complete [Section 4](#) about yourself)
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## Section 3: Are the details in [section 1](#) the same as the details we hold about you?

- Yes
- No

If No, please provide further details in order to locate your information, e.g. previous address(es), or the details of the person's data that you want to see.

Date of birth of the data subject

Is there anything else which could help us to find you/them?

(such as rough dates you/they accessed the service and the service location)

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#### **Section 4: What is your relationship to the person you are requesting information about?**

Are you applying for information with the consent of the person?

- Yes
- No

If Yes, please provide any consent with this form. We will contact the person to check this.

If No, please state below under what authority you are requesting the information.

For Your right to access your data is covered under Article 15 of the General Data Protection Regulation (GDPR) 2016. To process personal data one condition under Article 6 of the GDPR 2016 must be met. For personal sensitive data one condition under Article 6 and one condition under Schedule 1 of the Data Protection Act 2018 must be met unless there is an overriding exemption which can be applied, for example a court order.

Please give this form to your worker or, for closed services, email to [support@wearewithyou.org.uk](mailto:support@wearewithyou.org.uk) or post to Information Governance, We Are With You, Part Lower Ground Floor, Gate House, 1-3 St Johns Square, London, EC1M 4DH