



# Subject Access Request Form

Please complete this form if you want NRW to supply you with a copy of any personal data we hold about you. You are entitled to receive this information under the EU General Data Protection Regulation (GDPR). Under GDPR we will provide you with information about any processing of your personal data that is being carried out, including id required:

- the retention periods which apply to your personal data,
- any rights to rectification
- any rights to erasure
- any rights to restriction of processing that may exist
- any right to object

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- our receipt of your written request
- our receipt of any further information we may ask you to enable us to comply

The information you supply in this form will only be used for the purposes of identifying the personal data, you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

## SECTION 1: Details of the person requesting information

Full name:	
Address:	
Contact telephone number:	
Email address:	

## SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

- YES** – I am the data subject. I enclose proof of my identity (see below).  
(please go to section 4)
- NO** – I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). (please go to section 3)

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

- 1) **Proof of Identity** - Passport, photo driving licence, national identity card, birth certificate.
- 2) **Proof of Address** - Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

## SECTION 3: Details of the data subject (if different from section 1)

Full name:	
Address:	
Contact telephone number:	
Email address:	

## SECTION 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require (such as an NRW department).

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

## SECTION 5: Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data

## SECTION 6: Disclosure of CCTV images

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

YES

NO

## Privacy Notice

*Natural Resources Wales (NRW) is registered with the information Commissioners Office (ICO) under the provisions of EU General Data Protection Regulation (GDPR) 2018. Natural Resources takes its responsibilities under the Act very seriously. The information provided by you is collected purely for the administration of your Subject Access Request (SAR). We need to collect this information in order to complete and respond to your request within statutory timescales. Information will be shared with relevant departments in the NRW to provide the Data Protection Officer the necessary information required for the request. Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose. You may withdraw this consent at any time by writing to Data Protection Officer, via email [dataprotection@cyfoethnaturiolcymru.gov.uk](mailto:dataprotection@cyfoethnaturiolcymru.gov.uk), or post Data Protection Officer, Natural Resources Wales, Maes y Ffynnon, Penrhos Road, Bangor, Gwynedd, LL57 2DW. In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. To find out how long we will store this information please click here to see NRW's retention schedule.*

## Documents which must accompany this application:

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Please return the completed form to:

**Email** – [dataprotection@cyfoethnaturiolcymru.gov.uk](mailto:dataprotection@cyfoethnaturiolcymru.gov.uk)

**Please address to:**

Data Protection Officer  
Natural Resources Wales  
Maes y Ffynnon  
Penrhos Road  
Bangor  
Gwynedd  
LL57 2DW

**Correcting Information**

If after you have received the information you have requested, you believe that:

- Information is inaccurate or out of date
- we should no longer be holding that information
- we are using your information for a purpose of which you were unaware
- we may have passed inaccurate information about you to someone else

If this is the case please notify our Data Protection Officer at once.