



**LLYFRGELL GENEDLAETHOL CYMRU
THE NATIONAL LIBRARY OF WALES**

GENERAL DATA PROTECTION REGULATION

HOW TO APPLY FOR ACCESS TO INFORMATION HELD AT THE NATIONAL LIBRARY OF WALES

These notes explain how you can find what information, if any, is held about you at the National Library of Wales.

YOUR RIGHTS

Subject to certain statutory exemptions you have the right to be told whether any information is held about you and a right to a copy of that information. You will be given that information once the Data Protection Officer has been satisfied as to your identity. The Library does not have to give you any information which identifies someone else, unless that person agrees. If you think that information might be held about you which may identify another person, you are strongly advised to obtain that person's agreement to you being shown the information and enclose that with your application. If any personal data held about you is incomplete or inaccurate you have the right to have this corrected. The General Data Protection Regulation 2018 requires that the library discloses any information held about you within a month commencing from the time when you have provided all the relevant particulars. You can receive the information in written format or electronic format, and you should note your preference on the request form.

THE LIBRARY'S RIGHTS

The Library may deny access to information where the Regulation so allows, the main exemptions relating to information for health and social work purposes and where the giving of this information would be likely to prejudice any of these purposes.

FEE

There is no charge for a subject access request, but the Library may charge a reasonable fee for administrative costs of providing the information or taking the action requested where that request is manifestly unfounded or excessive, in particular because of their repetitive character.

IDENTITY

To help establish your identity your application must be accompanied by an official document bearing your name and signature as well as a document confirming your address. All applications must be accompanied by evidence of your identity e.g. driving licence, passport, national identity card or photo-pass, and a recent letter or statement from a utility company, credit card company or bank as evidence of your address. It is recommended that you use Recorded Delivery (postal) service. If you are a married woman signing the request in your married name, but requesting data held under your maiden name, then we also require a copy of your marriage certificate.

The completed application form and accompanying documents should be returned to the Data Protection Officer, The National Library of Wales, Aberystwyth, Ceredigion, SY23 3BU.



Subject Access Request Form

General Data Protection Regulation (GDPR)

Subject Access Request Form

The information requested below is to help the Data Protection Officer find any data held about you and be satisfied as to your identity.

PLEASE USE BLOCK LETTERS

1. Details of person requesting the information
Full name: Address: Tel. No. Email address Fax no.

2. Are you the data subject?
YES: If you are the data subject please supply evidence of your identity e.g. driving licence, passport, national identity card or photo-pass, and a recent bill or statement from a utility company, credit card company or bank as evidence of your address (please go to question 5)
NO: Are you acting on behalf of the data subject with their written authority? If so, that authority must be enclosed (please go to questions 3 and 4)

3. Details of the data subject (if different from 1)
Full name: Address: Tel. No: Email address: Fax no:

4. Please describe your relationship with the data subject that leads you to make this request for information on their behalf

5. Please describe the information you seek together with any other relevant information. This will help to identify the information you require. Please indicate too how you wish to receive the information e.g. written or in electronic format

DECLARATION: to be completed by all applicants. Please note that any attempt to mislead may result in prosecution

Icertify that I have read and understood the guidelines and that the information given on this application form to the National Library of Wales is true and accurate. I understand that it is necessary for the National Library of Wales to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signature:

Date:

Note: The period of one month in which the National Library of Wales must respond to the request will not begin until it is satisfied on these matters.

Please return the completed form to:

The Data Protection Officer, The National Library of Wales, Aberystwyth, Ceredigion, SY23 3BU

Documents which must accompany this application:

- Evidence of your identity and proof of address
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)