



LLYFRGELL GENEDLAETHOL CYMRU THE NATIONAL LIBRARY OF WALES

Data Protection Act 1998 *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 inaccurate you have the right to have this corrected. The Data Protection Act 1998 requires that the Library discloses any information held about you within 40 days commencing from the time when you have provided all the relevant particulars.

THE LIBRARY'S RIGHTS

The Library may deny access to information where the Act 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

Payment of £10.00 should accompany the form. This fee is non-refundable. Cheques should be made payable to "The National Library of Wales".

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 the 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 document(s) should be returned to The Data Protection Officer, The National Library of Wales, Aberystwyth, Ceredigion, SY23 3BU.

THIS SECTION IS FOR LIBRARY USE ONLY

Date application received		Applicant contacted	YES/NO
Application checked and legible	YES/NO	Fee included	YES/NO
Stamped addressed envelope enclosed	YES/NO	Acknowledgement issued	YES/NO
Details of identity documents		Documents returned	YES/NO
Written authority enclosed	YES/NO	Agreed date of disclosure	



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

**Data Protection Act 1998
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.:	Fax No.:
Email address:	

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. A stamped addressed envelope for returning the document should also be enclosed. (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 complete questions 3 and 4)

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

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

A non-refundable fee of £10 is charged for each application. Cheques should be made payable to the ‘National Library of Wales’.

DECLARATION:	To be completed by all applicants. Please note that any attempt to mislead may result in prosecution
<p>I..... certify 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. 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.</p>	
Signature:	Date:
Note: The period of 40 days in which the National Library of Wales must respond to the request will not begin until it is satisfied on these matters.	

<p>Please return the completed form to:</p> <p>The Data Protection Officer, The National Library of Wales, Aberystwyth, Ceredigion, SY23 3BU.</p> <p>Documents which must accompany this application:</p> <ul style="list-style-type: none">• 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)• the fee (non-refundable)• stamped addressed envelope for return of proof of identity/authority documents
