

## Elected Representative Request for release of Special/Sensitive Data

The following describes the enquiry that the Elected Representative will make on my behalf and I acknowledge the Elected Representative may receive special/sensitive data, in accordance with the provisions of Section 40 of the Data Protection Act 2018, for the purpose of a response.

Details of enquiry: (or attach written request, where relevant)

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Signature (of person(s) making request): \_\_\_\_\_ (not the Elected Representative)

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

**To assist in confirmation of the subject's identity, please provide:**

Name of Person(s) subject of the request (PRINT) \_\_\_\_\_

Address of Person(s) subject of the request (PRINT) \_\_\_\_\_

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Other unique information (if required)<sup>3</sup> to identify the Person(s) \_\_\_\_\_

**Request by a Third Party:** *Where the request is not made by the subject (Please attach written consent of the subject(s) or a statement (with supporting documentation) as to why consent cannot be provided and why a representation is in their interests)*

Please print name of person making request for the subject: \_\_\_\_\_

State relationship to the subject: \_\_\_\_\_

**ELECTED REPRESENTATIVE DECLARATION.** When I receive personal data from Longford County Council, I confirm that I will take suitable and specific measures to safeguard the fundamental rights and freedoms of the person this representation relates to and process the data in accordance with Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Name: Cllr./Deputy/Senator \_\_\_\_\_

Signature: \_\_\_\_\_

### NOTICE TO CONSTITUENT – YOUR PRIVACY RIGHTS

If your contact details change, please email [ \_\_\_\_\_ ] so your records can be updated.

To find out how your personal data is managed by your elected representative, see their privacy statement available at: [ \_\_\_\_\_ ]