



## Data Request Form – Data Subjects

### City of Hastings

*To request data as a data subject, you must show a valid state ID such as a driver's license, military ID, or passport as proof of identity.*

#### Contact Information

Data subject name: \_\_\_\_\_

Parent/Guardian name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number/email address: \_\_\_\_\_

#### Staff verification

Date of request: \_\_\_\_\_

Identification provided: \_\_\_\_\_

#### I am requesting access to data in the following way:

Note: inspection is free but note policy which is clarified in Data Practices Policy for Data Subjects.

Inspection

Copies

Both inspection and copies

#### These are the Data I am requesting:

Note: describe the data you are requesting as specifically as possible. If you need more space please use the back of this form.

The City of Hastings will respond to your request within 10 business days.