

Data Protection Act 1998 Subject Access Request Form



Please note that where the term "data subject" is used, it refers to the person about whom the information is being requested.

1. Details of the person requesting the information:

Full Name:

Address:

.....

.....Postcode:

Telephone number:Fax Number:

Email:

If you have lived at this address for less than twelve months, please let us know your previous address:

.....

2. Are you the data subject? * YES/NO (*please circle your answer)

YES: In order to confirm your identify we will need to see two forms of identification, one from each of the following groups together with a stamped addressed envelope for return of your documents.

Group 1 (photographic identity)

Passport
Driving licence (with photograph)
Proof of age card with photograph
Work ID or student ID
Travel Pass with photograph
Other membership card with photograph

Group 2

Driving licence (without photograph)
Utility bill less than three months old
Council tax bill
Current bank or building society statement
Pension book
Birth certificate

Please now answer question 5.

NO: Are you acting on behalf of the data subject with their written consent? If so, this consent must be sent with this form and you must answer questions 3 & 4 below. You must also produce the two forms of identity requested above for both yourself and the data subject.

3. Details of the Data Subject (if different to question 1. above)

Full Name:

.....

.....Postcode:

Telephone Number: Fax Number:

Email:

4. Please describe your relationship with the data subject which has led you to make this request for information on their behalf:

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.....

5. Please describe in detail, the personal information you want to see together with any other relevant information. This will help us to identify the information you require:

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Please note: The Council charges for each application – the current fee is £10.00

Declaration

(This declaration must be completed by the applicant. Any attempt to mislead the Council may result in prosecution)

Iconfirm that the information given on this application form to South Holland District Council is true. I understand that it is necessary for the Council to confirm the data subject's identity and it may be necessary to obtain more detailed information in order to find the correct information. I further understand that the Council must respond to this request within 40 days of its receipt. This period only begins once the Council is satisfied that this application is correct.

Signature:Date:

Please return this completed form to: The Head of Legal and Member Services, South Holland District Council, Council Offices, Priory Road, Spalding, Lincolnshire PE11 2XE together with:

- Evidence of your identity (as set out in box 2 overleaf)
- Evidence of the data subject's identity (if different from above)
- The fee of £10.00 (cheques payable to South Holland District Council)
- A stamped addressed envelope for the return of proof of identity

Please remember that sending an incorrect application or failing to send proof of identity will delay the 40 day response period until the council is satisfied the request is correct.

SOUTH HOLLAND DISTRICT COUNCIL

Data Subject Access Request Form – Guidance Notes

These notes are provided to help you to complete the Data Subject Access Request application form when requesting a copy of your personal data held by us.

1. Complete your personal details as requested. Former name and/or address need only be given if a change has occurred within the last 12 months.
2. Please provide as much information as you can to identify your particular area of enquiry. Supporting information identifying where the data may be held, for example any reference numbers, creditor number, service received are requested to help us find the information you want so that you can be given a copy of the personal data held.
3. Proof of identity is essential to ensure that the information is only given to the correct person. Please supply the identification as requested on the application form. If attending in person, it may be possible for your identity to be confirmed immediately thereby avoiding sending important documents through the post.
4. The application form must be signed by the applicant. Where an authorised representative has signed the application form, a written authorisation from the applicant or a Court giving the representative access to the information held must be supplied together with proofs of identity of both the authorised representative and the data subject.
5. A fee of £10.00 is required for each request made. The fee is not refundable even if the result of the search shows that there is no data held in reply to the enquiry. A receipt will be issued upon payment of the fee – cheques should be made payable to SOUTH HOLLAND DISTRICT COUNCIL. Please note that you will not receive any information until we receive the fee, a fully completed and signed application form and the required identification.
6. You will be notified of the date of acceptance of the request and the date by which you should receive a reply, which will be within 40 days.

FOR OFFICE USE ONLY: Received by: _____

Date of Receipt: _____ Fee Paid? (Yes/No) _____

If Yes: Receipt No: _____ Amount: £ _____ Date: _____

Date Application Form passed to Data Protection Officer: _____

Date received by Data Protection Officer: _____

Date Service Unit(s) requested to commence search: _____

Date search completed and applicant sent results: _____