



DATA SUBJECT ACCESS APPLICATION FORM

Under the terms of the Data Protection Act 1998, an individual is entitled to ask the Authority for a copy of all the personal information which it holds about him/her for the purposes of providing services to the individual. The information, which the individual is entitled to receive from the Authority, includes a description of these purposes, recipients to whom the data are disclosed and sources of the data. This entitlement is known as the "Right of Access to Personal Data".

To help deal with your request more efficiently, please answer the following questions:

1. PERSONAL DETAILS

Name: _____

Present Address: _____

Postcode: _____

Telephone No: _____

Date of Birth: _____

Number of Years
at this Address: _____

If you have lived at this address for less than two years:

Name: _____

Previous Address: _____

Postcode: _____

Number of Years
at this Address: _____

2. DETAILS REQUIRED

Please indicate for which of the following areas you require a copy of your personal details:

Council Tax Collection

Benefits

Housing

Planning

If you require data for any other areas please list below:

Data Subject Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated above.

I confirm that the above is all of the personal data to which I am requesting access and which is held by the Authority for its purposes.

I also confirm that I am the Data Subject and not someone acting on his/her behalf.

Signed: _____

Dated: _____

