

EREWASH BOROUGH COUNCIL

Data subject access application form

SIMPLIFIED 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".

If you would like to access the personal data the authority holds about you please tick the box and answer the following questions.

1. PERSONAL DETAILS

Are you the data subject?

YES: If you are the Data subject please supply evidence of your identity i.e. driving licence, birth certificate (or photocopy) and a stamped address envelope for returning the documents.

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 below)

Name of Data

Subject.....

Present Address.....

.....

..... Post Code.....

Tel. No.....

Date of Birth.....

Length of time at this address.....yrs

If you have lived at this address for less than two years please provide details of:-

Previous address.....

.....

.....

Post Code.....

Length of time at that address.....Yrs.

2. The authority uses personal data for the purposes shown below if you would like to access personal data held about you for all of these please tick the box marked all. If you have only used some of these please tick the box opposite the purpose(s) you wish to access.

All	
Rent Collection	
Council Tax Collection	
Housing	
Planning	

Environmental Health	
Cultural and Leisure Services	
Personnel Services	
Other (please specify).....	

or, please describe the information you seek together with any other relevant information. This will help identify the information you require.

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.

I understand that it is necessary for Erewash Borough Council to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed.....Mr./Mrs./Ms./Title
Date.....

3. This section to be completed by person(s) acting on behalf of the data Subject

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name.....
Address.....
.....
..... Post Code
Telephone No.

Signature.....Mr./Mrs./Ms./Title

Please describe your relationship with the Data subject that leads you to make this request for information on their behalf.

The period of 40 days in which Erewash Borough Council must respond to the request will not commence until it is satisfied upon these matters.

***Please return the completed form to
The Data Protection Officer,
Erewash Borough Council
Town Hall
Derby Road
Long Eaton
Derbyshire NG10 1HU***

Documents which MUST accompany the receipt of this application

- Evidence of identity***
- Evidence of data subjects identity (if different from above)***
- The fee of £10.00 (cheques should be made payable to Erewash Borough Council)***
- Stamped addressed envelope for return of proof of identity/authority documents.***

Erewash Borough Council is allowed to charge for each application. The current fee is £10.00