



Subject Access Request Form

Important Information:

Under the terms of the Data Protection Act 1998 you are entitled to receive a copy of the information we hold about you.

If you are making an application for information about yourself please fill in sections 1,2,& 3

If you are making an application on behalf of someone else please fill in sections 1,2, & 4

1. Personal Details

Full Name:.....

Address:.....

If time at address is less then 2 years, please include previous address

Date of Birth

Telephone Numbers:
 Home.....Work:.....Mobile:.....

2. The council may use personal data to perform various administrative functions, if you would like to access your personal data in all of these functions tick All. If you have use for only some of these please select the relevant boxes and tick, if you believe that information has been used for any other purpose please use Other and give details.

Council Tax Collection	
Rent Collection	
Benefits	
Environmental Health	
Housing	
Leisure	
Planning	
All	

Other

3. 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 that Data Subject and not someone acting on his/her behalf.

Print Name

Signature.....

Date.....

4. This part to completed by any 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.

(Proof can be this form jointly signed by the data subject and the person requesting on their behalf/a letter from the data subject giving authority/or a letter signed by a doctor or legal professional confirming that the data subject is incapacitated and therefore cannot make the request for themselves)

Name

Address.....

.....

.....

Postcode.....

Telephone Number.....

Signature.....

Date.....

Please note the Council charges a £10 fee in line with Data Protection Act 1998, please make cheques payable to Blaby District Council.

We may ask for further documents to prove identity of the data subject (or any person acting on their behalf) such as a copy of a driving licence/passport/birth or marriage certificate.

You should be prepared to provide these if asked.