

Data Protection Act 1998

Subject Access Request

Application Form

**(Please read the Guidance Notes overleaf
and complete this form clearly)**



Wealden
District Council

Reference No.....

Your Details:

Surname:	Previous Surname:
Forename(s):	Previous Forename(s):
Title(s):	
Date of Birth:	
Address:	Previous Address:
Postcode:	Previous Postcode:
Daytime contact telephone no.	

To help us comply with your request it would help us if you can provide us with as much information as possible about the information you require:

Department or area of the Council where you think the information you seek is held	
The reference number(s) which relate to it:	
The information you are applying for a copy of. Please indicate as clearly as possible, if necessary with a covering letter, what the information is that you are actually seeking. Do not write 'ALL'.	
Documents/Information supplied in support of identification:	
Your Signature:	Date:

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Guidance Notes

1.If you have changed your name you should give us details of your previous name(s) to enable us to identify all the information we hold about you. Please read the notes about proof of name and address.

2.You should also give us details of your previous address(es) for the period you wish us to identify all the information. Please read the notes about proof of name and address.

3.Please give us as much assistance as possible in identifying the information you require. The Council can refuse your request if you do not provide us with sufficient information to locate the data you seek, or if you cast your request in such wide terms that it would require disproportionate effort to produce it. If the information you require is about a particular problem, please help us by telling us what it is. Please also tell us the department or area of the Council and any Council reference number(s) you have which relate to the information you seek.

4.Please use this form to only request your own information. We will not release any information we hold which identifies any third parties (this includes information about members of your family).

5.We will require proof of your name and address before we release your information to you. This should be two different official documents (not photocopies) which show your name and address clearly, which we will return to you by first class post. This is to ensure we do not release your information to the wrong person. We will also require proof of any previous names or addresses you may have used.

6.A fee of £10 is required for each subject access request. The fee is not refundable, even if our enquiries reveal that we do not hold any information about you.

Payment should be by cheque made payable to:

WEALDEN DISTRICT COUNCIL.

7.Please return the completed application form, together with your fee and proofs of identity to:

The Data Protection Officer,

Wealden District Council,

Vicarage Lane, Hailsham, East Sussex BN27 2AX.