

SUBJECT ACCESS REQUEST FORM - DATA PROTECTION ACT 1998

*For office use only*

*Date received:* \_\_\_\_\_

*Response deadline:* \_\_\_\_\_

1. **DETAILS OF PERSON REQUESTING THE INFORMATION**

Full Name .....

Address .....

.....

Tel. No. .... Fax. No. ....

E-mail .....

2. **ARE YOU THE DATA SUBJECT**

**YES** If you are the Data Subject (i.e. the person about whom the information is being requested) please supply evidence of your identity, i.e. driving licence, birth certificate (or copy) and a stamped addressed envelope for returning the document. South Derbyshire District Council are not responsible for any items sent through the post.

Please go to question 5

**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 and 4

3. **DETAILS OF THE DATA SUBJECT (IF DIFFERENT TO 1)**

Full Name .....

Address .....

.....

Tel. No. .... Fax. No. ....

E-mail .....

**PLEASE TURN OVER**

4. **Please describe your relationship with the Data Subject that leads you to make this request on their behalf.**

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5. **Please describe the information that you seek together with any other relevant information. This will help to identify the information that you require.**

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The Authority is allowed to charge for each application. The current fee is £10.00

**DECLARATION**

I .....certify that the information given on this application form to the South Derbyshire District Council is true. I understand that it is necessary for the Authority to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature .....

Date .....

**PLEASE NOTE:** The period of 40 days in which the Authority must respond to the request will not commence until it is satisfied upon these matters and the correct fee has been received.

**PLEASE RETURN** the completed form to the Data Protection Officer, Customer Services, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH (E-mail: [Customer.Services@south-derbys.gov.uk](mailto:Customer.Services@south-derbys.gov.uk)).

**DOCUMENTS TO SUBMIT WITH THIS APPLICATION - CHECKLIST**

- Evidence of your identity
- Evidence of the data subject's identity (if different from above)
- The fee (cheque payable to South Derbyshire District Council)
- Stamped addressed envelope for the return of proof of identity/authority document.