

Data Protection Act 1998

Subject Access Request form

Please refer to the explanatory notes on page 4 before completing this form.

Section 1 – Your details

Surname:	
First name(s):	
Previously known as (if applicable):	
*Address:	
Post code:	
Date of birth:	
Telephone number:	
Email address:	

*If you have lived at this address for less than two years please provide previous address below:

Section 2 – Personal data requested

Please provide as much detail as you can about the personal data you are requiring to help us to locate it quickly (continuing on a separate sheet if necessary):

Section 3 – Additional information required

You must provide:

- two different documents as evidence of your name and current address i.e. a current utility bill and recent bank statement (please note that in some cases we may require additional details such as your passport or photo ID driving licence due to the sensitive nature of the information held)
- a cheque or postal order for £10 made payable to Vale of White Horse District Council (please only pay by cash if you deliver your form in person and make payment at the cash office)

Section 4 – Declaration of the data subject

I confirm that I am the data subject named in section 1 and I am requesting access to my own personal data. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested.

Signed:	Date:
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Section 5 – Declaration of the data subject for an agent to act on their behalf

I confirm that I am the data subject named in section 1 and I give permission for the person of organisation named below to act on my behalf in relation to my subject access request. I have provided the evidence of my identity referred to in section 3 and confirm that I want my personal data to be sent to my representative at the address below. I understand the information I have supplied will be used to confirm my identity and help locate the information that I have requested.

Signed (data subject):	Date:
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Name of agent:	
Relationship to data subject:	
Address:	
Post code:	
Telephone number:	

Subject Access Request form – explanatory notes

Completing the form:

Section 1 – Please provide your current contact details. If you have been known by another name (such as your maiden name) or lived at another address while you have been in contact with Vale of White Horse District Council, please provide these to us. The information will help us make sure we find and provide you with all the personal data you are requesting. You only need to provide your data of birth if this will help us locate your personal data. Your date of birth is likely to be helpful if, for example, you have the same first name and surname as another member of your household.

Section 2 – So we can provide you with your personal data as quickly as possible, it is important that you give us as much detail as you can about the information you are requesting. If you have spoken to any of our service teams before, if possible please provide us with the details and any reference numbers you were given. This may help us locate the information quickly and avoid the need for us to contact you for more information.

Vale of White Horse District Council uses individuals' personal data to provide services and to carry out statutory functions and responsibilities. The Data Protection Act requires us to notify the Information Commissioner's Office of the purposes for which we process personal data (the Information Commissioner is an independent regulator who enforces and advises upon the Act). You can find details of our notification entry on the Public Register of Data Controllers via the Information Commissioner's website (www.ico.gov.uk). Our registration number is Z6666984.

Section 3 – Vale of White Horse District Council is committed to keeping your personal data secure. We need to see evidence of your identity (including your name and address) to make sure your personal data is only sent to you at your address unless you give us written permission to send them elsewhere. One of our officers will verify your identity by checking your documents.

We charge a fee of £10 to cover the cost of dealing with your request and we will not begin to search for your personal data until you provide us with this fee.

Section 4 – You should complete this section if you are requesting your own personal data. If you have given someone else permission to act on your behalf and would like us to correspond with them, including sending your personal data to them, please **do not** complete this section. Go straight to section 5.

Section 5 – Only complete this section if you are the data subject named in section 1 and you want to give us permission to deal with someone else who is acting on your behalf. If you complete this section we will correspond with the person acting as your representative instead of you. This may include discussing your personal data with them. It also means we will send copies of your personal data to your representative instead of you.