

## Subject Access Request Form

The Data Protection Act 1998 gives you the right to ask Effingham Parish Council for a copy of any personal information it might hold about you. The information you are entitled to receive includes a description of the information being held, the reason why the council holds it, whether the council shares the information with anyone else and where the information came from.

The council has 40 days in which to deal with your request from the time it receives a valid application together with payment and proofs of ID or authority.

The council is allowed to charge for each application. The current fee is £10.

Please print off the form below and send it when complete with the fee and relevant supporting documentation to

The Clerk, Effingham Parish Council,

The Parish Room, 3 Home Barn Court, The Street, Effingham, Surrey KT24 5LG

**Note:** The term “Data Subject” means **the living individual to whom the information relates.**

### 1. Details of person requesting the information

Full Name.....

Address .....

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

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

Email: .....

### 2. Are you the Data Subject?

**YES:** If you are the Data Subject please enclose two examples of evidence of your identity e.g. driving licence, birth certificate, passport or household bill.  
*Go next to question 4.*

**NO:** Are you acting on behalf of the Data Subject with their written authority? If so, that written authority must also be enclosed together with evidence of their identity (as above) including an example of the Data Subject’s signature (for example, driving licence) **in addition to** evidence of your own identity  
*Go next to questions 3 and 4.*

**3. Details of the Data Subject** (if different to the person named at 1.)

Full Name.....

Address .....

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

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

Email: .....

**4. Please describe the information you are looking for together with any other relevant background details. This will help us find your personal information.**

.....

.....

.....

.....

**Declaration:**

To be completed by all applicants. Please note that any attempt to mislead may result in prosecution.

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

Signature:.....

Date:.....