

Data Protection Subject Access Request Form

Please note that where the term "Data Subject" is used it refers to the person about whom the information is being requested.

1. Details of person requesting information.

Full Name.....

Address.....

.....

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

E-Mail.....

2. Are you the data subject?

YES: If you are the Data Subject please supply evidence of your identity eg. driving licence, birth certificate (or photocopy) and a stamped addressed envelope for returning this document.

(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

Email

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

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5. Please describe the information you seek together with any other relevant information. This will help to identify the area in which the data is held.

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

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 Peterborough City 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 data.

Signature

Date

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.

Please return this form to: Information Manager
Legal Services
Peterborough City Council
Town Hall
Bridge Street
Peterborough
PE1 HG

Documents which must accompany this application:

- evidence of your identity
- evidence of the Data Subject's identity (if different from above)
- the fee of £10 (cheques to be made payable to Peterborough City Council)
- stamped addressed envelope for return of proof of identity/authorisation documents