



### Subject Access Request

You are entitled to ask us for a copy of all the personal information which we hold about you. The use of this form is not mandatory, but prompts on the criteria needed to make a request valid. Requests must be in written format (email/fax included). If you are disabled and this makes the request unreasonably difficult for you, we will consider making a reasonable adjustment under the Equality Act 2010. There is no fee for this unless the request is considered manifestly unreasonable.

The response to your request should be provided within 40 calendar days of its receipt.

Where data about a data subject is being processed the data subject is entitled to be given:

- A description of the personal data
- The purpose(s) for which it is processed
- The recipients or classes of recipients to whom the data has been or may be in the future disclosed
- Any information regarding the source of the data

There are certain classes of data that are exempt from the data subject access provisions.

#### 1. Personal Details

Full Name

Address

If you have lived at this address for less than 2 years, please provide your previous address

Telephone Numbers

Date of Birth

#### 2. Area of Council Business

Please state in what line of council work you believe your details to be held (i.e. allotments, events, finance, managed land etc)

#### 3. Timescale

**Over what timescale are you referring to?**

#### DECLARATION

I exercise my rights under Data Protection Act 1998 as amended by General Data Protection Regs 2018. Please provide me with all recorded information as above.

[ ] I have provided sight of PHOTO identification to prove my identity.

SIGNED

DATED