

DATA SUBJECT ACCESS APPLICATION FORM



The information supplied in this form will only be processed in order to accurately identify personal data stored about you by the Council. It will not be supplied to a third party.

Under the terms of the Data Protection Act 2018 and in line with GDPR legislation, an individual is entitled to ask the Council for a copy of all the personal information which it holds about him/her for the purposes of providing services to the individual. The information which you are entitled to receive includes a description of these purposes, recipients to whom the data are disclosed and sources of the data. This entitlement is known as the “Right of Access to Personal Data”.

Please complete the following questions IN CAPITALS:

1. Full name:.....

2. Current address:

Post Code:

3. Telephone Number:

4. Length of time at this address, in years:

If you have lived at this address for less than 2 years please supply:

Previous address:

(Length of time at that address: years)

5. The authority uses personal data for the purposes shown below. Please tick the box opposite the purposes(s) you wish to access:

Benefits	
Council Tax and Business Rates	
Community Support Services	
Customer Services	
Communications	
Democratic and Legal Services	
Dorking Halls	
Environmental Health & Licensing	
Environment (including refuse collection and street cleaning)	
Finance and Accounts	
Housing (Homelessness)	
Human Resources	

ICT	
Investment and Regeneration	
Parking Services	
Planning (including Planning Policy and Building Control)	
Property	
Risk and Performance	
Strategic Leadership (Chief Executive's Office)	
Wellbeing and Community Safety	
Other (please specify)	

6. Please ensure you attach two forms of ID* with your request to prove both your name and your address (one from each column):

Proof of Name:	Proof of Address (must be less than 3 months old):
Copy of birth certificate	Copy of utility bill (in your name)
Copy of driving licence	Copy of bank statement (in your name)
Copy of passport	Copy of council tax bill (in your name)

*All documents will be securely destroyed once your request has been completed

Data Subject Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 2018 and GDPR legislation, I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated above.

I confirm that the above is all of the personal data to which I am requesting access and which is held by the Council for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf.

Signed: **Print Name:**.....

Date:

If you are acting on behalf of the data subject, please complete as follows:

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name:

Address:

..... Post Code:

Telephone Number:
.....

Signed: **Print Name:**.....

Date:.....