



SOUTH LAKELAND DISTRICT COUNCIL

DATA PROTECTION ACT 1998 —Subject Access Application Form

Please use BLOCK CAPITALS throughout

Under the terms of the Data Protection Act 1998, an individual is entitled to ask the authority 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 the individual is entitled to receive from the authority, 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”.

If you would like to access the personal data the authority holds about you please complete this form, complete **Confirmation A** if you are making the request on your own behalf, alternatively if a request is made on behalf of another individual then complete **Confirmation B**.

Please tick the box and answer the following questions.

1. Personal Details

Name.....

Present address

.....

Postcode Tel. No

Date of Birth

Length of time at this addressyrs

If you have lived at this address for less than two years.

Previous address

.....Postcode

Length of time at that address yrs

2. The authority uses personal data for the purposes shown below if you would like to access personal data held about you for all of these please tick the box marked all. If you have only used some of these please tick the box opposite the purpose(s) you wish to access.

All	<input type="checkbox"/>	Council Tax Collection	<input type="checkbox"/>	Benefit	<input type="checkbox"/>
Planning	<input type="checkbox"/>	Environmental Health	<input type="checkbox"/>	Housing	<input type="checkbox"/>
Personnel	<input type="checkbox"/>	Car Parks administration	<input type="checkbox"/>	Leisure & Tourism	<input type="checkbox"/>

Data Subject Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated overleaf.

Confirmation A

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

Signed **Mr/Mrs/Ms/Title**

Date

This section to be completed person(s) acting on behalf of the data subject.

Confirmation B

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

Name

Address

Postcode **Tel. No**

Signed **Mr/Mrs/Ms/Title**

Date