

## 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 1998, 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 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 please answer all of the following questions IN CAPITALS:

1. Full name:.....

2. Current address: .....  
 .....  
 .....

3. Post Code: .....

4. Telephone Number (with STD code): .....

5. 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)

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

Council Tax	<input type="checkbox"/>
Community Services	<input type="checkbox"/>
Customer Services and Communications	<input type="checkbox"/>
Dorking Halls	<input type="checkbox"/>
Environmental Health & Licensing	<input type="checkbox"/>
Environment (including refuse collection and street cleaning)	<input type="checkbox"/>
Finance and Accounts	<input type="checkbox"/>
Housing Benefits	<input type="checkbox"/>
Housing (Homelessness)	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>

artnerships, Arts and Communities	
Planning (including Planning Policy and Building Control)	
Property	
Other (please specify)	

**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 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:** ..... Mr/Mrs/Ms/Title.....

Date: .....

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

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 (incl STD Code):  
.....

Signature: ..... Mr/Mrs/Ms/Title