



Data Protection Act 1998
Subject Access Request Form

Office use only
Serial No.....

Guidance notes are provided below

1. Personal details

Surname: Former surname (if applicable):

Mr/Mrs/Ms/Miss: First name:

Date of birth:

Present address: Postcode:

Phone number: Mobile number:

If you have lived at the above address for less than two years (see guidance notes)

Previous address: Postcode:

2. Details of the information you require

Subject/topic area:

3. Proof of identification

Documents/identification supplied (See note in guidance section):

Please note that the above information will be recorded for administrative purposes and may be used for statistical analysis

4. Payment

Please enclose a cheque for £10 made payable to Derbyshire Dales District Council. The completed application form, fee and supporting proof of identity should be taken or sent to:

Data Protection Officer, Corporate Services Department, Derbyshire Dales District Council, Town Hall, Matlock DE4 3NN.

Signature (of applicant) ..... Date

For office use only: Fee: £ Cheque/cash
Date Request Accepted: Date Reply sent (within 40 days of Request Acceptance):

## Guidance notes

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### General

1. **Personal details:** Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses with dates. Use a separate sheet of paper if required.
2. **Details of the information you require:** You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. You should also give any relevant reference numbers that might be used for you. These details are required to assist location of your information so you can be given a copy of everything held about you, as required by the Act.
3. **Proof of identification:** Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation, for example, a recent utility bill, bank statement (photocopies are not acceptable) showing your name *and* address. In some cases additional details such as a passport or photo ID driving licence may be required due to the sensitive nature of information held.
4. **Keep your documents secure:** Always send important documents by recorded / special / registered delivery as appropriate. Derbyshire Dales District Council cannot be held liable for items lost in the post.
5. **Payment:** A search fee of £10.00 is required for each separate request. The fee is not refundable if the result of the search shows that there is no information to be supplied.
6. Please make cheques payable to **Derbyshire Dales District Council**.

If you have any questions relating to identification requirements or any other aspect of a subject access request, you can email us at [dataprotection@derbyshiredales.gov.uk](mailto:dataprotection@derbyshiredales.gov.uk) or telephone us on 01629 761203.