

Subject Access Request Form

Data Protection Act 1998

Under the Data Protection Act 1998, you (the "Data Subject") are entitled to request access to personal information held about you by Staffordshire Moorlands District Council. Completing this form will assist us in locating your information quickly and efficiently.

Please note that you will be required to provide proof of your identity (see section 5) and pay a fee of £10 before your request is processed.

If you are **only** requesting CCTV images please use the separate CCTV subject access request form.

Section 1 Your Details

Surname/Family Name	
First Name(s)	
Title	
Previously known as (if applicable)	
Current Address	
Postcode	
Date of Birth	
Telephone Number	
E-Mail	

If you are requesting historical data, please provide details of any previous addresses to assist us to find the information that you are requesting.

Previous Address(es)	Date of Occupancy	
	From	To

Section 2 Whose information are you requesting?

My own (go to section 4)

Someone else's

Both my own and someone else's

Section 3 If you are requesting someone else's information, whose is it?

Please provide their details:

Surname/Family Name	
First Name(s)	
Title	
Previously known as (if applicable)	
Current Address	
Postcode	
Date of Birth	
Telephone Number	
E-Mail	

If you are requesting historical data, please provide details of any previous addresses to assist us to find the information that you are requesting.

Previous Address(es)	Date of Occupancy	
	From	To

What is your relationship to the data subject <i>(e.g. parent, carer, legal representative)</i>	
Do you have legal authority to request the data subject's information?	
If the data subject is under 16, do you have parental responsibility for them?	

You must provide proof that you are legally authorised to act on the data subject's behalf. This may be in the form of a letter of authority, lasting power of attorney, evidence of parental responsibility, etc.

You must also provide proof that you are the person authorised to act on behalf of the data subject by providing a copy of your birth certificate, Driving Licence or two utility bills.

Section 4 What information are you requesting?

Please help us deal with your request quickly and efficiently by giving as much detail as possible about the information you want. If possible, please restrict your request to a particular service, period of time or incident to enable us to respond to your request quickly and efficiently. If necessary continue this section on a separate page.

Department(s)/service(s) that you think hold the information that you are requesting (if known)	
Time periods that you are interested in	
Description of information that you want to see. Please include any known reference numbers	

Section 5 Proof of Identification and Entitlement

You must provide proof of your name and address so that we only give information to the correct person. We require two pieces of information showing your name and address. In some cases, such as if you are asking us to release information of a sensitive nature, further information may be required.

Recent (less than 3 months old) utility bill

Bank statement

Passport or Photo ID driving licence

Change of name document(s) if relevant

Under the Data Protection Act, only the data subject has the right to ask to see their own records. We normally expect the data access request to be made by the data subject. In some circumstances, the data subject may wish to appoint someone else to make the subject request on their behalf. In such cases, we will only release the data on receipt of proof of entitlement to request data on the data subject's behalf. This should include a letter of authority from the data subject.

Document(s) supplied as proof of entitlement. Please describe what document(s) you are providing.

Section 6 Payment

A fee of £10 must be paid before the Council will process your request for information.

Payment may be made by:

- Posting a personal cheque or postal order (made payable to **Staffordshire Moorlands District Council**), together with a copy of this form or a written request for information, to Staffordshire Moorlands District Council, Staffordshire Moorlands District Council PO Box 136 Buxton Derbyshire SK17 1AQ; or
- Visiting in person, bringing a copy of this form or a written request for information, and paying by credit/debit card personal cheque or postal order at the Council Connect Offices in Leek, Cheadle or Biddulph.