

Request for Access to Personal Information Data Protection Act

Under the Data Protection Act 1998, you have the right to ask any organisation whether it holds any of your personal data and to see a copy of that information. This includes data held on computers, paper files and closed circuit television systems (CCTV).

If you require copies of information the council may hold, please complete all sections below and return this form, giving as much information as possible to help us identify your personal information and send it to us together with the necessary verification details.

Part 1: Person that the information relates to (data subject)	
Full Name:	
Date of Birth:	
Address:	
Previous Address (if less than 3 years at address above):	
Telephone Number:	
Email address:	
Relationship to organisation:	
Identifying Reference Numbers:	
Please enclose one piece of identification from each of the lists below as proof of the identity of the data subject: <ol style="list-style-type: none"><u>Examples of acceptable name identification:</u><ul style="list-style-type: none">- Current driver's licence- Current passport- Birth certificate- A copy of a change of name document for instance a marriage certificate.<u>Examples of acceptable proof of address:</u><ul style="list-style-type: none">- recent utilities bill;- Bank statement;- Council tax bill- Recent correspondence with the council <p>* Bills should be no more than 3 months old.</p>	Item 1:
	Item 2:

Part 2: Is the requested information about you (are you the data subject)?

No the information is not about me (go to part 3).

Yes the information is about me (go to part 4)

Part 3: Person (agent) acting on behalf of the data subject

Full name:

Address:

Telephone Number:

What is your relationship to the data subject? (e.g. parent, carer, legal representative)

Please enclose:

1. Written proof of your authority to act on behalf of the third party, acceptable authority includes:
 - a letter of authority
 - lasting or enduring power of attorney
 - evidence of parental responsibility;
 - Other (please specify); *and*,
2. Enclose a form of acceptable name identification (listed above) for yourself

Item 1:

Item 2:

Part 4: Details of the information being requested (please continue on another sheet if necessary)

Information requested covers (relevant dates):

From:

To:

Any additional details (such as contact names, references etc):

Part 5: Declaration

I certify that the information given on this form is true. I understand that it is necessary for Maidstone Borough Council to confirm my identity and that of the Data Subject (where different) and it may be necessary to obtain more detailed information in order to comply with this application.

Signed:

Date:

Note: we must respond to your request promptly and within 40 calendar days. That period will not begin until we are satisfied about your identity and that of the data subject (where different).

If the information contains details of another person we may need to seek their consent before we can provide that information to you.

Please email this completed form to:
ComplaintsAndFOI@Maidstone.gov.uk

or send it to:

**Subject Access Requests
Policy and Information
Maidstone Borough Council
Maidstone House
King Street
Maidstone
Kent
ME15 6JQ**

Documents which must accompany this application are:-

- a) evidence of your identity;
- b) evidence of the data subject's identity (if different from above);
- c) original written authority that you are acting on behalf of the data subject (if applicable);

If there is anything about this form which is unclear, or if you would like advice about your application or assistance with completion, please contact the Policy & Information team on: 01622 602613.

Thank you.