



## Allerdale Borough Council

### Data Subject Access Application Form

Under the terms of the Data Protection Act 1998, an individual is entitled to ask the authority for a copy of any personal information which it holds about him/her for the purposes of providing services to the individual. The additional information which the individual is entitled to receive from the authority includes a description of the purposes for which it is held, 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 which the authority holds about you please answer the following questions:

#### A: Personal Details

<b>Name</b>	
<b>Current Address</b>	
<b>Telephone Number</b>	
<b>Date of Birth</b>	
<b>No of Years at This Address</b>	

#### B: Information Required

The authority uses personal data for many different purposes. Please tick the box if you would like to access personal data held about you in that area. For all information please tick the box marked all. If you believe that we hold information about you in another service please list in boxed marked 'Other.'

Council Tax Collection	
Planning	
Human Resources	
Environmental Health	
Leisure Services	
Benefits	
Other (please name)	

**Please give any further details that would help us locate the information desired, including past addresses**

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**C: Completing this form on behalf of someone else**

This section should be completed ONLY if 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.

<b>Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Signature</b>	
<b>Date</b>	

**D: Declaration to be completed by all applicants**

**Please note that any attempts to mislead may result in prosecution.**

I ....., certify that the information given on this Subject Access Request Form to Allerdale Borough Council is true. I understand that it is necessary for Allerdale Borough Council to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct data. The information given on this form may be passed to the relevant departments, in order to locate the data, but it will not be used for any other purpose.

Please note that there are certain exemptions to what can be released under the Act and Allerdale Borough Council has the right under the Data Protection Act to refuse requests for access when an exemption applies.

Where the data requested refers to a third party, the third party information may be removed.

Signature .....

Date .....

Please return this form to:

Information and Records Officer, Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ

**Documents that must accompany this application:**

1. Proof of identity and address of the Data Subject plus fee of £10 where relevant
2. If acting on behalf of the Data Subject, proof of permission and proof of identity are required.