



**ABERDEEN CITY COUNCIL (ACC)**  
**Data Protection Act 1998**  
**Right of Access to Personal Data**  
**The *Data Subject* is the person whose**  
**personal data are held by ACC.**

1. Details of the person about whom ACC is holding data (the data subject).

Full Name: \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

2. Have you lived in a different address in the last 2 years? If you have, please give the addresses you have lived in previously. (This is to help the ACC locate your personal data.) If you have not, please go to section 3.

3. Are you the person named in 1 above?

Yes  No

If "Yes", Please provide evidence of your

Driving Licence  
Pension Book  
Benefit Book  
Council Tax bill  
Passport  
Other Evidence

Please answer question 5 next.

If "No" you must provide *written* evidence that you have the Data Subject's authority to ask for the information on their behalf, e.g. a letter written by them, evidence of Power of Attorney, etc.

Please answer question 4 next.

**Please Turn Over**

4. If you are *not* the person about whom ACC is holding the data, please give your:-

Full Name: \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

What is your relationship to the data subject:-

5. Please describe the information you are seeking. For example, are you seeking information about a benefits claim you have made, or a housing repair problem? Please provide any relevant reference numbers, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Declaration** – to be signed by all applicants. Please note any attempt to mislead may result in prosecution.

I ..... certify that the information which I have provided within this form to Aberdeen City Council (ACC) is true to the best of my knowledge. I understand that ACC requires proof of my identity. I also understand the ACC may require me to provide them with more details, in order that ACC may locate the information which I am seeking.

Signed: ..... Date: .....

Please Note: ACC is required to respond to your request within 40 days. However, this period does not start until ACC is satisfied about your identity, and has enough detail to locate the information which you are seeking.

**Return this completed form together with your cheque/postal order in the amount of £10.00 to:**

**For Official Use Only:**

- Check evidence of applicant's Identity
- Check evidence of Data Subject's Identity (if different)
- Take photocopies of ID material
- Written authority supplied (if not the Data Subject)
- Cheque/Postal Order Received

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes/No

