



South Somerset District Council
Data Protection Act 1998
Right of Access to Personal Data

The *Data Subject* is the person whose personal data are held by the Council

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

Full Name: _____

Current Address: _____

Post Code: _____

Telephone 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 Council locate your personal data). If you have not, please go to Section 3.

Previous Address 1:

Previous Address 2:

3. Are you the person name in section 1 above? Yes ☐ No ☐
(The *Data Subject*)

If "Yes" Please provide evidence of your identity

- Driving Licence
- Pension Book
- UB40
- Council Tax Bill
- Other evidence

Please answer number 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 the Council is holding the data, please give your: -

Full Name: _____

Current Address: _____

Post Code: _____

Telephone No: _____ Email: _____

What is your relationship with the data subject: - _____

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

6. **Declaration** – To be signed by all applicants. Please not any attempt to mislead may result on prosecution.

I certify that the information I have given on this form to South Somerset District Council is true. I understand that the Council needs to be satisfied about my identity. I also understand the Council might need to ask me for more details, in order to locate the information I am seeking.

Signed: _____

Date: _____

NOTE: There is a £10.00 fee for a request for information made through this channel. The Council must respond to your request within 40 days. However, this period does not start until the Council is satisfied about your identity, has received the £10.00 fee, and have enough detail to locate the information you are seeking.

Return this completed form to: Ian Baker
Data Protection Officer
C/O Internal Audit
The Council Offices
Brympton Way
Yeovil
Somerset
BA20 2HT