

Dear XXXX

Thank you for your attached request for information regarding XXXXX (our reference DP XXXX).

Your request was received on the XX/XX/XX and I am dealing with it under the terms of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

We aim to respond to your request as soon as possible and generally this will be no later than one calendar month following receipt of all information required to process your request.

***Before we can provide you with a response, please can you provide us with some identification.***

***Documentary proof that you are who you say you are (this is for security reasons to ensure we are dealing with you and that none of your personal information is accessed by anyone else falsely claiming to be you). We will require 2 forms of identification, in the form of copies of utility bills, driving licence, passport or similar, bearing your full name and current postal address***

Please note that if your request is broad in scope and/or complex to process, we may need to extend this time period by up to a further 2 calendar months.

We have published a guide to exercising your rights which is hosted on the Data Protection page of the Blackburn with Darwen Council website. <https://www.blackburn.gov.uk/data-and-information/personal-information-and-data-protection>

If you have any queries, please contact Information Governance on 01254 585852. Alternatively, our email address is [accesstoinformation@blackburn.gov.uk](mailto:accesstoinformation@blackburn.gov.uk)

Please remember to quote the reference number above in any future communications.

Kind regards,

Information Governance  
Blackburn with Darwen Borough Council  
Email: [accesstoinformation@blackburn.gov.uk](mailto:accesstoinformation@blackburn.gov.uk)  
01254 585852