

Dover District Council Subject Access Request Form

DATA PROTECTION ACT 1998 – SUBJECT ACCESS REQUEST

Please provide the following details about yourself:

Full Name

Address

.....

Telephone No Fax No

Email

FEE

A fee of £10.00 (the current statutory maximum) is payable for each application for information. Please enclose a cheque or postal order made payable to Dover District Council.

1. Are you requesting information about yourself?

If so, you are the data subject and documentary evidence of your identity is required, ie driving licence, birth certificate (or photocopy) and a stamped addressed envelope for returning the document. (Please go to 3 below.)

If not, please supply the written consent of the data subject and supply their details as follows:

Full Name

Address

.....

Telephone No Fax No

Email

2. Please briefly explain why you are requesting this information rather than the data subject.

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3. Please describe the information you seek together with any other relevant information to help us identify the information you require.

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ALL APPLICANTS MUST COMPLETE THIS SECTION [Please note that any attempt to mislead may result in prosecution.]

I confirm that the information given on this application form to Dover District Council is true, and I understand that Dover District Council may need more information to confirm my identity/that of the data subject and to locate the information that I am requesting.

Signature:

Date:

Please return the completed form to the Data Protection Officer, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ along with the following:

- (a) Evidence of your identity(ies).
- (b) Evidence of the data subject's identity (if different from (a)).
- (c) The fee of £10.00 (cheque to be made payable to Dover District Council).
- (d) Stamped addressed envelope for return of proof of identity/authority document.

Whilst Dover District Council must respond to your request for information within 40 days, please note that this time period does not begin to run until all of the above have been received.

Please note: If the data subject provides the Council with all the information necessary for the Council to comply with their request, the Council must comply with it.