

DARTFORD BOROUGH COUNCIL SUBJECT ACCESS REQUEST FORM



DATA PROTECTION ACT 1998 – SUBJECT ACCESS REQUEST

Please provide the following details about yourself:

Full name

Address

.....

Tel No Fax No

E-mail:

FEE

A fee of £10.00 (the current statutory maximum under the Data Protection Act 1998) is payable for each application for information. Please enclose a cheque or postal order made payable to Dartford Borough Council.

Please note that in accordance with the Freedom of Information Act 2000 a different fee structure will apply where personal information is contained in unstructured files i.e. a filing system which is not organised in a way that makes it easy to locate information about a particular individual. If your request falls within this category, you will be provided with an estimate of the cost of providing the information before the Council starts any work on your behalf.

1. Are you requesting information about yourself?

If so, you are the data subject and documentary evidence of your identity is required, i.e. 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

.....

Tel No Fax No

E-mail:

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 Dartford Borough Council is true, and I understand that Dartford Borough 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, Head of Legal Services, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR (dataprotection@dartford.gov.uk), 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 Dartford Borough Council);or
The fee referred to in the Fees Notice issued under the Freedom of Information Act 2000;
- d) Stamped addressed envelope for return of proof of identity/authority document.

Whilst Dartford Borough Council must respond to your request for information within 40 days, please note 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.