

Data Protection Subject Access Request Form

If you are asking for information about yourself please fill in Sections A, B and C; if you are asking for information about someone else on their behalf, please **also** fill in Section D.

Please Note: If you are requesting CCTV recordings relating to a civil matter, then there may be a separate scale of charges applicable to your request. Details of this can be found online at: www.chelmsford.gov.uk/cctv. After submitting this form, you will be notified of whether or not we hold the CCTV recordings you requested and of the charges which apply.

(Please fill this form out in BLOCK CAPITALS)

Section A: Personal Details and Personal Data Requested

Surname		Mr / Ms / Mrs / Miss
First name		
Date of Birth		
Email		
House Number		
Address		
Postcode		
Daytime telephone no.		

Have you lived in your current address for the last two years? If not please provide us with your previous address:

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary):

Section B: Additional Information Required

In order to confirm your identity, we will need to see two forms of identification, one from each of the following groups:

Group 1 (photographic ID)

Passport
Proof of age card
Work ID or student ID
Travel pass
Other membership card with photo

Group 2

Driving licence
Utilities bill (less than 3 months old)
Council Tax bill (less than 3 months old)
Current bank or building society statement
Pension book

Payment

A fee of £10 is payable for each search. If you are applying by post, please send a cheque or postal order made payable to 'Chelmsford City Council' to the address below, together with your proof of identity (photocopies of ID are acceptable). If you are applying in person, payment can be made by cheque or cash.

If you are applying on behalf of another person, you will need to show proof of your identity as well as theirs, plus proof that you have permission to act on the data subject's behalf.

We will accept one of the following as proof:

- A signed declaration by the data subject
- A signed declaration by a health professional, police officer or MP confirming that the data subject is unable to make the request themselves
- A document confirming that you are the parent or guardian of the data subject (if this is the case and the data subject is a minor)

Section C: Data Subject Declaration

I wish to access personal data that Chelmsford City Council processes for the purpose of providing me with council services. I have ticked the box beside all the services I wish to access at this time.

I understand the council may need more information from me to find the personal data that I have requested. I will receive a reply to my query within 40 days: this period will begin once I provide all the information needed to find my personal data.

I confirm that I am the Data Subject and not someone acting on his or her behalf.

Please send me the information I am entitled to under section 7(1) of the Data Protection Act 1998.

Please sign and date:

Sign	
Date	

Section D: Agent's Declaration

I wish to access personal data that Chelmsford City Council processes for the purpose of providing the data subject, named in Section A, with council services. I have ticked the box beside all the services I wish to access at this time.

I understand the council may need more information from me to find the personal data that I have requested. I will receive a reply to my query within 40 days: this period will begin once I provide all the information needed to find the data subject's personal data.

I confirm that I act on behalf of the Data Subject and have provided proof of my authority to do so.

Please send me/the data subject (delete as appropriate) the information he/she is entitled to under section 7(1) of the Data Protection Act 1998.

Surname		Mr / Ms / Mrs / Miss
First name		
<i>Previous Surname if applicable</i>		
Date of Birth		
Email		
House Number		
Address		
Postcode		
Daytime telephone no.		

Have you lived in your current address for the last two years? If not please provide us with your previous address:

Please provide your relationship with the data subject?

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Please sign and date:

Sign	
Date	

Please return the completed form, together with payment and proof of ID, to:

Information Compliance Officer
ICT Services
Chelmsford City Council
Civic Centre
Duke Street
Chelmsford
CM1 1JE

Please note when sending information:

Chelmsford City Council is unable to accept any responsibility for the loss of valuable documents that fail to reach the Council's offices. If you have any questions relating to identification requirements or any other aspect of a Subject Access Request, you can email ir@chelmsford.gov.uk.

Data Protection Act 1998



Chelmsford City Council (The Data Controller) will only process the information you (The Data Subject) have provided in this request for administrative and statistical purposes. We will not disclose any information about you (the Data Subject) to outside organisations or third parties for marketing purposes without your written consent or unless there is a legal requirement to do so.

For Office Use Only:	
Reference Number :	
Date Received:	
Has ID been provided? Yes / No	Paid? Yes / No / NA