



## Data Subject Access Request Form and Guidance Notes

Handling requests from individuals for their personal data

- People have a right to have a copy of the personal data Chapel-en-le-Frith Parish Council holds about them. This is called a 'subject access request'. Such requests must be made in writing, ideally using the standard form provided by the Council.
- The Council has a maximum of 20 working days to respond to such a request.
- A fee is not normally charged for such a request.
- Guidelines for dealing with subject access requests are attached.

### 1. Personal details

Surname		
Mr/Mrs/Ms/Miss		
Date of birth		
Present address	Postcode	
Phone number	Mobile number	

If you have lived at the above address for less than two years (see guidance notes)

Previous address	Postcode
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### 2. Details of the information you require

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### 3. Proof of identification – Please list documents/identification supplied. (See guidance notes)

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Signature of Applicant ..... Date.....



## Guidance notes for Data Subject Access Requests

**Personal details:** Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical data then provide as many details as possible; for example, previous addresses with dates. Use a separate sheet of paper if required.

**Details of the data you require:** You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. These details are required to assist location of your data so you can be given a copy of everything held about you, as required by the Act.

**Proof of identification:** Proof of name and address is required to ensure we only give data to the correct person. We require two original pieces of documentation, for example, a recent utility bill, bank statement (photocopies are not acceptable) showing your name and address. In some cases additional details such as a passport or photo ID driving licence may be required due to the sensitive nature of data held.

**Keeping your documents secure:** Always send important documents by recorded/special/registered delivery as appropriate. Chapel-en-le-Frith Parish Council cannot be held liable for items lost in the post.

**Payment:** A fee is not normally charged for a data access request. However, we may charge a reasonable fee for requests for large amounts of information.

**Timescale:** Any Subject Access Request will be dealt with as quickly as possible. All requests will be dealt with within 20 working days of receipt.

If you have any questions relating to identification requirement or any other aspects of a request you can email – [clerk@chapelpc.org](mailto:clerk@chapelpc.org) or call 01298 813320 or write to the Clerk of the Council, Town Hall, Market Street, Chapel-en-le-Frith, High Peak, SK23 0HP.

Further information can also be obtained from the Office of the Information Commissioner – [www.ico.gov.uk](http://www.ico.gov.uk)