

PRESTBURY PARISH COUNCIL - Subject Access Request Form

Please use this form to request any personal information you think may have been held about you by the Parish Council.

Please note that information about you is only retained for a specified period. You may wish to contact us before submitting your request.

The Data Protection Act gives anyone the right to ask the Council for a copy of the personal information that it holds about them for the purposes of providing services to them.

You are not entitled to see information about a third party without their consent. For your protection, and the security of the data, the Council will need to confirm that you are the person whom the data is about, and will require proof of your identity before it releases the data.

If you ask someone to act on your behalf, the Council will need proof of this, and the person's identity (see section 4).

We may contact you to confirm that you have authorised someone to do this.

SECTION 1 – YOUR PERSONAL DETAILS

Full Name:

Address.....

.....Post Code:

Telephone:.....

Email:.....

SECTION 2 – YOUR REQUEST

Please tell us what information you are requesting. Please provide as much information as possible. Please feel free to attach further sheets if necessary. We may contact you for further information.

SECTION 3 – INFORMATION REQUIRED

In order to process your subject access request, the following information is required – please indicate that this information has been included.

Up to date photograph of the data subject i.e. the person captured on the footage

Two written proofs of identity e.g. passport, utility bill

SECTION 4 – DATA SUBJECT’S AGENT

This section to be completed only if a person(s) is acting on behalf of the data subject. I confirm that I am acting on behalf of..... and have submitted proof of my authority to do so.

Full Name:
Address.....
.....Post Code:
Telephone:.....
Email:.....

When the data subject has provided all the information required to process the subject access request, we will aim to respond promptly, and within 30 days of receiving the required information as prescribed under the DPA.

Signature:

Date:

Please send your request to the Parish Clerk at:

The Parish Council Office
The Pavilion
New Barn Close
Prestbury
Cheltenham
GL52 3LP

All personal information provided to Prestbury Parish Council will be held and treated in confidence in accordance with the Data Protection Legislation.

Version	Date	Review Status
1.0	Aug 2020	Issued