

**West Somerset District Council  
Data Protection Act 1998  
Right of Access to Personal Data**



**Data Subject Access Application Form**

Under the terms of the Data Protection Act 1998, an individual is entitled to ask the authority for a copy of all the personal information which it holds about him/her for the purposes of providing services to the individual. This entitlement is known as the "Right of Access to Personal Data".

**1. Details of the person about whom the Council is holding data (the data subject)**

Full Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Email: \_\_\_\_\_

**2. Have you lived in a different address in the last 2 years? If you have, please give the addresses you have lived in previously (This is to help the Council locate your personal data.) If you have not, please go to Section 3.**

Previous Address 1: \_\_\_\_\_ Previous Address 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Are you the person named in section 1 above?      Yes       No**

- If "Yes" please provide evidence of you identity
- Driving Licence
  - Pension Book
  - UB40
  - Council Tax Bill
  - Other Evidence

*Please answer question 5 next*

If "No" you must provide written evidence that you have the Data Subject's authority to ask for the information on their behalf eg a letter written by them, evidence of Power of Attorney etc.

↓ *Please answer question 4 next*

4. If you are not the person about whom the Council is holding the data, please give your:

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

What is your relationship with the data subject: \_\_\_\_\_

5. Please describe the information you are seeking. For example, are you seeking information about any benefits claims you have made, or any information held in planning files about your planning application? Please provide any relevant reference numbers etc.

6. **Declaration** – To be signed by all applicants. Please note any attempt to mislead may result in prosecution.

I ..... Certify that the information I have given on this form to West Somerset Council is true. I understand that the Council needs to be satisfied about my identity. I also understand that the Council might need to ask me for more details in order to locate the information I am seeking.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** *There is a £10.00 fee for a request for information.. The Council must respond to your request within 40 calendar days. However, this period does not start until the Council is satisfied about your identity, has received the £10.00 fee, and have enough details to locate the information you are seeking.*

**FOR OFFICE USE ONLY**

Identification verified Yes  No

Initial \_\_\_\_\_

Fee Received? Yes  No

Initial \_\_\_\_\_

Date request received:

Target Date for response

Date when 40 calendar days ends

Date Information Supplied

Name \_\_\_\_\_

Signed: \_\_\_\_\_