

**SURREY HEATH BOROUGH COUNCIL
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. The information, which the individual is entitled to receive from the authority, includes a description of these purposes, recipients to whom the data are disclosed and sources of the data. This entitlement is known as the "Right of Access to Personal Data"

If you would like to access the personal data the authority holds about you please answer the following questions.

1. PERSONAL DETAILS

Name

Present address

.....

Post Code

Tel. No.....

Date of Birth

Length of time at present address

If you have lived at this address for less than two years,

Previous address

.....

Post Code

Length of time at that address

2. The authority uses personal data for the purposes shown below if you would like to access personal data held about you for all of these please tick the box marked all, If you have only used some of these please tick the box opposite the purpose(s) you wish to access.

ALL

Collection of Council Tax.....

Housing/ Homelessness advice

Planning

Environmental Health

Leisure Services

Licensing

Staff Recruitment /Equal Opportunities Monitoring

Data Subject Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated above.

I confirm that the above is all of the personal data to which I am requesting access and which is held by the authority for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf.

Signed	Mr/Mrs/Miss/Ms/Title	Date
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This section to be completed by person(s) acting on behalf of the data subject

I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

Name

Address

.....

Post Code

Telephone No.

Signed	Mr/Mrs/Miss/Ms/Title	Date
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Please return you completed application with the appropriate fee. Cheques should be made payable to **Surrey Heath Borough Council**.

Fees		
Individual Enquiries		£10.00
Individual Enquiries from those in receipt of Housing Benefit/Income Support		£5.00
(NB: proof of entitlement will be required)		