



**ACCESS TO
RECORDS
APPLICATION**
Data Protection Act 1998

Application No.
Babergh District Council
Legal and Administrative Services
Corks Lane
Hadleigh
IPSWICH IP7 6SJ
Tel (01473) 822801
Fax (01473) 823594

This form is only to be used when making application for access to personal data held by Babergh District Council.

The **Data Protection Act 1998** allows you to ask to see information we hold about you (subject to certain exemptions). We cannot usually show you information about someone else without their permission, even if it is a member of your own family. It is also an offence to pretend to be someone else and apply for information about them. The person to which the information relates is known in the Data Protection Act as the '**Data Subject**'.

It is possible for an agent to make an application on someone else's behalf, but the agent must be given formal written authority by the 'Data Subject' and this authority must be forwarded to us together with this application.

To enable us to deal promptly with your request for access, to verify your identity and/or that of your agent and to ensure that we give you access to the specific records required, please complete the following.

Please quote Application Number (see top right hand corner of this form) on all correspondence.

Further information can be obtained from Data Protection Officer, at the above address.

- Please complete this form and return it together with a cheque/postal order for £10 payable to "Babergh District Council"
- **DO NOT POST CASH.** Cash payments may be taken to the District Council Headquarters at Corks Lane, Hadleigh.

PLEASE USE BLOCK CAPITALS

Section 1 -Personal Details - For Use by All Applicants

Applicant's Surname (<i>Please tell us of any other names we may have known you by</i>)	
Forenames	
Title	
Date of Birth	
Address & Postcode	
Any Previous Address & Postcode	
Daytime Telephone Number	

- Please attach proof of identity to this form. This could be: A photocopy of your Birth Certificate, Passport, Driving Licence or two letters from your Bank, Gas or Electricity supplier. Please contact us if you have difficulty in providing this.

Section 2 – Are you the Data Subject?

(* Delete as appropriate)

Are you (a) The Data Subject? _____ * YES/NO

(b) An Agent for the Data Subject? _____ * YES/NO

If the answer to (b) is YES, please attach a copy of your authority to act on the Data Subject’s behalf and enter the name and address of the Data Subject in Section 5. Also, please provide the following information:

What is your relationship to the Data Subject? _____

I understand that it may be necessary for the Authority to obtain more detailed information in order to be satisfied as to my/the Data Subject’s identity, locate my/the Data Subject’s personal data and the period in which the Authority must, under law, respond will not commence until they are satisfied.

Section 3 - The Information You Require

Please provide as much information as possible to enable the Council to identify the section/division the data you wish to inspect.

Holding Section (e.g. benefits, council tax, environmental health, housing, planning etc.)

Please specify: _____

Type of process (e.g. calculation of benefit, grant, waiting list etc.)

Please specify: _____

Type of information and dates (if relevant)

Please specify: _____

Please continue on a separate sheet if necessary.

Section 4 - Additional Information

Please give any additional information you feel will be helpful to locate the data in which you are interested.

Section 5 – To be Completed by Agent of the Data Subject Only

Please provide the Data Subject's name and address in the space provided:

Data Subject's Surname _____ Title _____

Forenames _____ Date of Birth _____

Address _____

Post Code _____ Tel. No. _____

Section 6 – Declaration

Under the Data Protection Act 1998, I request that you provide me with a copy of the personal data I have asked for above. **I confirm that I have listed above all the personal data that I want to access.**

I certify that the information given is to the best of my knowledge and belief correct and I am aware that if I have knowingly made a false declaration I may be liable to prosecution. I enclose the fee of £10.00

Signed _____ Date _____

When completed, this form, together with the fee of £10.00, (payable to Babergh District Council), should be sent to:

Data Protection Officer
Information and Projects Team
Babergh District Council
Corks Lane
Hadleigh
IPSWICH IP7 6SJ

**** Remember to enclose photocopied proof of identity when returning this form, and *IF YOU ARE AN AGENT* acting on behalf of someone else you must also enclose ORIGINAL PROOF of your authority to do so.****