

Navenby with Skinnand Parish Council

Data Protection Act 1998

Subject Access Request Form

(This document is currently being revised in respect of the General Data Protection Regulations. Please continue to use this form.)

The following information is needed to help us give a quick and accurate response to your enquiry. Please complete the information below and return the form by post or in person to the Data Controller, Navenby with Skinnand Parish Council, Village Office & Community Access Point, The Venue, Grantham Road, Navenby, Lincoln, LN5 0JJ.

Part A. Your request

Title:	
Surname:	
Forename(s):	
Address:	
Telephone number:	
Email address:	
Other name by which you have been known, if applicable:	

Please provide a description of your request, and any further information which will enable us to locate your personal data (continue overleaf if necessary).

Part B. Proof of identity

The Data Protection Act requires the Parish Council to satisfy itself as to the identity of the person making the request. Please send a photocopy of one form of identification containing a photograph (e.g. Passport, Photo card Driving Licence) to the Data Controller. If the supply of this documentation is problematic please contact us to discuss alternative proof of identity arrangements. If the Parish Council is unable to satisfy itself as to your identity from the documentation you send us, we will contact you as soon as possible.

Part C. Fee

The Council will not charge for processing a Subject Access Request, but in certain circumstances the Council is permitted to refuse or charge a 'reasonable fee' for requests which are manifestly unfounded, excessive or repetitive. If the Council refuses a request then you will be informed why, and that you have the right to complain to the Information Commissioners Office or go to Court. Payment may be made by one of the following methods and must accompany this form:

- (i) by cheque made payable to 'Navenby Parish Council'.
- (ii) by cash – but only if you are submitting your request in person to the Navenby Parish Office during office hours at the address given on the first page of this form (please note that you will not be able to discuss the content of your request in person and furthermore the Data Controller may not be available to receive your request themselves).

If your request is made by email, fax or by social media then it will not be processed until the fee is received.

Part D. Declaration

I am the Data Subject named in Part A of this document, and hereby request, under the provisions of Section 7(1) of the Data Protection Act 1998, that Navenby with Skinnand Parish Council provides me with copies of my personal data as described in Part A.

I have provided my proof of identity and have paid/enclose the £10 fee.

Signature:

Date: