



DATA PROTECTION ACT 1998

SUBJECT ACCESS APPLICATION

The Protection Act provides Data Subjects with a right to data held about themselves.

To enable the Council to deal promptly with this request for access and to satisfy the legal requirement placed upon it to ensure the identity of Data Subjects and that access is given to the data required, complete the following (please read the guidance notes on page 2 of this form).

PLEASE USE BLOCK CAPITALS

1. Applicant's Full Name

Address

.....

.....

Post Code

Telephone

2. Are you (a) the Data Subject ? YES / NO

(b) An Agent for the Data Subject with written authority YES /NO

If the answer to (b) above is YES please attach a copy of the authority to act on the data subject's behalf and enter the name and address of the data subject below.

If the answer to (b) above is NO please answer the following :

- What is your relationship to the Data Subject

- Can you provide confirmation of your entitlement to act on the data subject's behalf

3. FOR USE BY AGENTS OF DATA SUBJECT ONLY

Please provide the Data Subject's name and address :-

Full Name

Address

.....

Post Code

4. I understand that it may be necessary for the Council to obtain more detailed information in order to be satisfied as to my/the data subject's identity or to locate my/the data subject's personal data, and that the period in which the Council must under Law respond will not commence until they are satisfied. I have read the following notes regarding the accessibility of files and indicated as requested those files to which access is required.

I enclose a fee of £..... in accordance with the prescribed charges (see notes)

Signed Date.....

* Remittances must be made payable to EAST DEVON DISTRICT COUNCIL and cheques should be crossed. ALL COMPLETED APPLICATIONS must be addressed to :

CHIEF EXECUTIVE, EAST DEVON DISTRICT COUNCIL, COUNCIL OFFICES, KNOWLE, SIDMOUTH, EX10 8HL.



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GUIDANCE NOTES

IMPORTANT : These notes form part of the application form to be completed by the Data Subject, or Agent.

YOUR RIGHT OF ACCESS

1. The list printed overleaf shows the names of the files containing personal data which the Council has currently notified under the provisions of the Data Protection Act. The list shows the general descriptions (i.e. purposes) prescribed by the Information Commissioner (the governing body for Data Protection).
2. It may not be clear to you which file (if any) contains personal information about yourself; OR, you may believe, for example, that personal information is wrongly held on a file which is not notified.
3. If you are uncertain about any matter relating to personal data that may or may not be held by the Council, you should contact the Council to clarify this situation BEFORE you decide whether to proceed with a formal application for personal data.
4. Written requests for clarification should be made to :-
Chief Executive, East Devon District Council, Knowle, Sidmouth, Devon EX10 8HL
OR Telephone 01395 516551 and ask for extension 2332 (Data Protection Officer)

TO COMPLETE THIS APPLICATION

1. Complete page 1 of this form ensuring that it is signed at Section 4.
2. Indicate overleaf (page 3) the file(s) you wish to access by placing a tick in the box of the appropriate file(s). The list may be subject to amendment from time to time and every effort is made to ensure that it is correct when you received this form.
3. Return the form with the appropriate fee (see below) to:
Chief Executive, East Devon District Council, Knowle, Sidmouth, Devon EX10 8HL
4. Fees :£10 (TEN POUNDS).

FILE NO.	DESCRIPTION / PURPOSE	TICK HERE
1	STAFF ADMINISTRATION	
2	ACCOUNTS AND RECORDS (admin of supplier records relating to goods, orders, services and accounts)	
3	PROPERTY MANAGEMENT Includes Management of Council Land, sale or disposal of Council Land/Council Housing Housing Allocation and Admin of Waiting Lists Maintenance of Council Houses and Tenant Liaison	
4	LEISURE AND CULTURAL SERVICES Includes admin of Sports Centres, Swimming Pools and Public Halls, Parks, Allotments and Galleries	
5	ASSESSMENT AND COLLECTION OF COUNCIL TAX AND NON-DOMESTIC RATES	
6	BENEFITS, GRANTS AND LOANS ADMINISTRATION Includes the admin of Housing and Council Tax Benefits and the investigation of suspect claims	
7	ENVIRONMENTAL HEALTH, PLANNING, LICENSING, REGISTRATION AND REGULATION Includes the Issue of Licences Environmental Health Planning	
8	CRIME PREVENTION AND PROSECUTION OF OFFENDERS Includes admin under the Crime and Disorder Act 1998 Operation of CCTV	
9	CORPORATE FUNCTIONS Includes organisation of council meetings and liaison with other government bodies Economic Development Operation of the Council's Complaints Procedure Legal Services	
10	NON-COMMERCIAL ACTIVITIES Includes Refuse Collection, Provision of Cemetery Services Maintenance of public grounds and street sweeping	
11	COMMERCIAL SERVICES Includes Admin of Car Parks, abandoned vehicles and Land Charges	
12	ADVERTISING, MARKETING, PUBLIC RELATIONS, GENERAL ADVICE SERVICES	

If you are unsure which box(es) to tick, please write a brief description of what information you are specifically looking for:
