

# Subject Access Request Form

You have the right to request copies of information which we hold about you.  
In order that we may process your request please complete this form and return it to the  
Data Protection Officer at the address shown overleaf.

## 1 Please provide the following details about yourself:

Full name	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Tel No	<input type="text"/>
Email	<input type="text"/>

## 2 Are you requesting information about yourself?

If so, you are the data subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate (or photocopy) and a stamped addressed envelope for returning the document. *(Please go to Section 4)*

If not, please supply the written consent of the data subject, together with documentary evidence of their identity as above, and supply their details as follows:

Full name	<input type="text"/>
Address	<input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Tel No	<input type="text"/>
Email	<input type="text"/>

## 3 Please explain why you are requesting this information rather than the data subject:

**4 Please describe the information you seek together with any relevant information to help us identify the information you require: (e.g. Rent or Council Tax Reference)**

**5 ALL APPLICANTS MUST COMPLETE THIS SECTION**

(Please note that any attempt to mislead may result in prosecution.)

I confirm that the information given by me on this subject access request form to Cannock Chase District Council is true, and I understand that Cannock Chase District Council may need more information to confirm my identity/that of the data subject and to locate the information that I am requesting.

Signature

Date

**6 Please return the completed form to the Data Protection Officer at [infomanager@cannockchasedc.gov.uk](mailto:infomanager@cannockchasedc.gov.uk) or to the Civic Centre at PO Box 28, Beecroft Road, Cannock, Staffordshire, WS11 1BG.**

We will respond to your request for information within 1 Month, please note the time period starts from the point at which we obtain all necessary information to allow us to process your request.

**When you collect your information** you will be asked to provide proof of identity. This should take the form of a passport or photo driving licence. Other forms of identity may be accepted by prior arrangement with the Data Protection Officer.

Usually there is no fee for a request. Where the request is manifestly unfounded or excessive we may charge a reasonable fee for the administrative costs of complying with the request. We may also charge a fee if you require further copies of your data following a previous request. The fee will be based on the administrative costs of providing further copies.

Cannock Chase Council will be the data controller in relation to your request. We will use the data supplied in this form only to process your request. We will share this request with other departments where necessary and will not otherwise share the information with anyone except where the law allows or requires us to do so. To view our full privacy notices please visit [www.cannockchasedc.gov.uk/privacynotice](http://www.cannockchasedc.gov.uk/privacynotice).