



Subject access request

The Data Protection Act gives you the right to apply for a copy of specific information held about you. This is known as a subject access request, (SAR). You can, if you wish, appoint someone to apply for you, for example a solicitor, or member of your family.

To help you and to ensure confidentiality, we ask for any request to be made:

- In writing
- With sufficient information to locate the data requested
- With sufficient evidence to confirm your identity

The fee for providing this information is £10. You can pay by phone or by cheque. Please select Information requests from the list of services in the link:

We will:

- Acknowledge safe receipt of your request within 10 working days.
- Provide the information you seek within 40 days of payment of the fee, receipt of the details that we need to complete the search, and evidence of identity, whichever is later.



Subject Access Request Form

When you have completed the form – please print, sign and send to Data Protection Officer, Swanley Town Council, Civic Centre, St Marys Road, Swanley, KENT, BR8 7BU or email to snash@swanleytowncouncil.gov.uk

Under the Data Protection Act you have a statutory right to request what personal information the council holds about you and what it uses the information for, subject to certain exemptions.

To help us carry out this request, please carefully complete this form, read and sign the declaration and then send the completed form, along with proof of identity to 'Swanley Town Council'.

To pay your £10 fee please you may enclose a cheque or ring to make payment to the Finance Officer on 01322 665855

In order to protect your confidentiality, you will need to supply proof of your identity. Acceptable evidence is an official identity document containing a photograph, such as a current passport or driving licence. You can take this document to show at any council reception point including customer service centres, or alternatively you can send a copy via email to snash@swanleytowncouncil.gov.uk or by post to the Data Protection Officer, Swanley Town Council, Civic Centre, St Marys Road, Swanley, KENT, BR8 7BU

Section 1 - details of the person making the request

Title:

First name(s)

Last name:

Date of birth:

Address:

Daytime Tel No.

FORM REFERENCE:

Email:

Section 2 - are you requesting information about yourself?

If yes - please go to section 4

If no, if you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney).

You should enclose a copy of any evidence that you may have of that authority. The Council will contact you if further evidence is required. (please complete section 3)

Section 3 - details of the Data Subject (if requesting information on behalf of someone else)

Title:

First name(s):

Last name:

Address:

Daytime Tel No.

Email:

Relationship to subject:

Section 4 - describe the information you are requesting

Please be as specific as possible and include all relevant departments' i.e. Venues, Link Centre, Finance, customer services etc. If you would like to see only specific document(s), for example a specific departmental file or form please describe these below. Please note that if insufficient detail is provided, we may have to come back to you to clarify.

I certify the information on this form is true and correct

Signed:

Date:

If as a result of the search you are dissatisfied with the way we are using your personal information you should raise the matter with the Data Protection Officer who can be contacted via the address above. We will do everything we can to put the matter right and if we disagree with you we will tell you our reasons. The Data Protection Officer will be happy to give you an explanation of your rights under the Data Protection Act.