



## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### DATA PROTECTION LEGISLATION

### **SUBJECT ACCESS REQUEST FORM**

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

To enable the Authority to process your application promptly, please complete the following form and return to:

**The Data Protection Officer, Castle House, Barracks Road, Newcastle, Staffs, ST5 1BL.**

PLEASE USE BLOCK CAPITALS

#### **PART 1: APPLICANTS DETAILS**

Applicants Full Name (Mr/Mrs/Miss/Ms)	
Address	
Post Code	
Email Address	
Tel No. (Home)	
Tel No. (Mobile)	

*Please Note: It may be necessary to contact you to arrange for you to meet with us to confirm your identity.*

#### **PART 2: DATA SUBJECT DETAILS**

\* please 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) above is YES, please enter the name and address of the Data Subject below and attach a copy of the authority to act on their behalf:

Applicants Full Name (Mr/Mrs/Miss/Ms)	
Address	
Post Code	
Email Address	
Tel No. (Home)	
Tel No. (Mobile)	
What is your relationship with the data subject?	

### **PART 3: DATA REQUIRED**

Please identify the data processed by the Authority to which you require access providing, wherever possible, a reference or account number:

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### **PART 4: DECLARATION**

To be signed by all applicants  
(please note any attempt to mislead may result in prosecution)

I certify that the information I have given on this form to Newcastle Borough Council is true and accurate

Signed by Applicant:		Dated:	
Signed by Data Subject: (where applicable)		Dated:	

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, to locate the Data Subject's personal data, and that the period in which the Authority must respond, by Law, will not commence until they are satisfied about identity and has enough detail to identify the data being requested

Signed by Applicant:		Dated:	
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Please return this form to:

**The Data Protection Officer, Castle House, Barracks Road, Newcastle, Staffs, ST5 1BL.**

Email: [dataprotection@newcastle-staffs.gov.uk](mailto:dataprotection@newcastle-staffs.gov.uk)

Please Note: *Regrettably, the Borough Council cannot process incomplete applications they will therefore be returned to you for completion.*

### **PART 6: FOR OFFICE USE**

Date Received:		Authority to act on Data Subject's behalf Checked	
Form complete:.		Target Date For Response	
Identity Checked		Date Responded	