



## **CRAVEN DISTRICT COUNCIL**

### **Data Protection Act 2018**

### **SUBJECT ACCESS REQUEST**

#### **Your Rights**

Under the terms of the Data Protection Act 2018, and subject to certain exemptions, you have the right to ask Craven District Council for a copy of all the personal data that it holds about you for the purposes of providing services to you. The information, which an individual is entitled to receive from the Council, includes a description of these purposes, recipients to whom the data are disclosed and sources of the data. The information will be provided in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or you agree otherwise. This entitlement is known as the “Right of Access to Personal Data”.

The Council will not give information relating to another person(s), if that person(s) can be identified from the information, unless that person(s) has consented to the disclosure of the information, or the Council considers that it is fair and lawful to do so.

#### **Craven District Council’s Legal Obligations**

The Council should reply within one month of receiving a valid request. If it cannot reply in a month you will be told the reasons why and when to expect a reply.

The Council may deny access to information where applicable. The main exemptions are where personal data is held for any of the following purposes, and disclosure may prejudice those purposes in a particular case, for example:

- The prevention and detection of crime
- The apprehension and prosecution of offenders
- The collection of any tax or duty or imposition of a similar nature

#### **Fee**

Information will be provided free of charge, unless the request is manifestly unfounded, or excessive, in particular because of a request’s repetitive character. In which event, the Council will advise you separately.

**PLEASE PRINT ALL ANSWERS CLEARLY**

**Section 1: Personal Details**

The information requested below is to help the Council (a) satisfy itself as to your identity, and (b) find any data held about you.

**Title** (Please tick):    Mr     Mrs     Miss     Ms

Other (please specify, eg Dr, Rev) .....

**Surname / Family Name:** .....

**First Name(s):** .....

**Date of Birth:** .....

**Your Current Home Address:**

.....  
.....

**Post Code:** .....

**Telephone No:** .....

**Number of years at this address:** .....

**If you have lived at the above address for less than two years, please give your previous addresses during this two year period:**

**Previous Address (1):** .....

**Dates of Occupancy:**    **From:** .....    **To:** .....

**Previous Address (2):** .....

**Dates of Occupancy:**    **From:** .....    **To:** .....

**PLEASE PRINT ALL ANSWERS CLEARLY**

**Section 2: List of Services**

Craven District Council uses personal data for the purposes shown below. If you would like to access personal data held about you, please tick the box opposite the purpose(s) you wish to access.

- |  |                          |
|--|--------------------------|
| <b>Accountancy &amp; Exchequer services</b>                        | <input type="checkbox"/> |
| <b>Assets and Facilities Management</b>                            | <input type="checkbox"/> |
| <b>Bereavement Services</b>  | <input type="checkbox"/> |
| <b>Council housing – please apply to your social landlord</b>      |                          |
| <b>Car parking permits</b>   | <input type="checkbox"/> |
| <b>Economic Development, business funding</b>                      | <input type="checkbox"/> |
| <b>Elections, Councillors and parish councils</b>                  | <input type="checkbox"/> |
| <b>Environmental Health, Food and Workplace safety</b>             | <input type="checkbox"/> |
| <b>Licensing</b>   | <input type="checkbox"/> |
| <b>Housing Benefit, Council Tax, Council Tax Benefit</b>           | <input type="checkbox"/> |
| <b>Human Resources and employee services</b>                       | <input type="checkbox"/> |
| <b>Legal Services, contracts</b>                                   | <input type="checkbox"/> |
| <b>Planning, development, and building control</b>                 | <input type="checkbox"/> |
| <b>Sports and Arts Development, museums and leisure facilities</b> | <input type="checkbox"/> |
| <b>Tourism</b>   | <input type="checkbox"/> |
| <b>Waste Collection, recycling, dogs and cleansing</b>             | <input type="checkbox"/> |

**PLEASE PRINT ALL ANSWERS CLEARLY**

**Section 3: Proof of Identity**

To help establish your identity your application must be accompanied by at least **TWO** official documents that between them clearly show your name, photograph, signature and current address on at least one document.

**Acceptable Proofs of Identity include:-**

- Driving Licence (new style)
- Passport
- Bank statement
- Utility bill
- Bus pass

We will make copies of any documents tendered to accompany your application.

**Section 4: Data Subject Declaration**

In exercise of the right granted to me under the terms of the Data Protection Act 2018, I request that you provide me with a copy of the personal data about me which you process for the purposes I have indicated above.

I confirm that the above is all of the personal data to which I am requesting access and which is held by Craven District Council for its purpose. I also confirm that I am the Data Subject and not someone acting on his/her behalf.

**Signed by:** ..... **Date:** .....

**Warning – a person who impersonates or attempts to impersonate another to obtain or attempt to obtain personal data unlawfully may commit an offence under the Data Protection Act**

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**Check Box: Before returning this form please check**

1. Have you completed ALL the necessary sections in this form?
  2. Have you enclosed or brought in TWO identification documents?
  3. Have you signed and dated the form?
-

**PLEASE PRINT ALL ANSWERS CLEARLY**

**When you have completed and checked this form, take or send it together with the requisite identification (TWO identification documents):**

The Data Protection Officer  
Craven District Council  
1 Belle Vue Square  
Broughton Road  
Skipton  
North Yorkshire  
BD23 1FJ

**If you have any queries regarding this form, or your application, please telephone 01756 706336.**

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**FOR OFFICIAL USE ONLY**

**Please complete ALL of this section:**

Application checked and legible: .....

Date Application received: .....

Identification documents checked and copies attached: .....

Details of two documents: .....

.....

**Details of officer completing this section:**

Name: ..... Location: .....

Signature: ..... Date: .....