



RIGHT OF ACCESS TO PERSONAL DATA

Under the terms of the Data Protection Act 1998, an individual is entitled to ask the Authority for a copy of all the personal information that it holds about him/her for the purposes of providing services to the individual.

The information, which the individual is entitled to receive from the authority, includes a description of these purposes, recipients to whom the data are disclosed and sources of the data. This entitlement is known as the "Right of Access to Personal Data". If you would like access to the personal data the authority holds about you, please tick the box and answer the following questions.

PERSONAL DETAILS

Name

Present Address

.....

..... Post Code

Tel. No

Length of time at this address years

If you have lived at the above address for less than two years, then also provide your former address details.

Previous address

.....

.....

Post Code Length of time at that addressyears

2. The authority 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.

Property Management

Assessment and Collection of Council Tax and NNDR

Benefits, Grants and Loans Administration

Environmental Health, Planning, Licensing, Registration and Regulation

Other Commercial Services.....

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

If you are interested in a specific topic, please state this in the box below



3. Sign the appropriate declaration below (A or B), and return the form to

The Data Protection Officer
High Peak Borough Council
Town Hall
Buxton
Derbyshire
SK17 6EL

(A) Data Subject Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, 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 the authority for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf.

I enclose the fee of £10 (cheque, made payable to "High Peak Borough Council") to cover the costs of searching for and providing a copy of the information.

Signed **Date**

(B) Declaration to be completed by person(s) acting on behalf of the data subject

In exercise of the right granted to me under the terms of the Data Protection Act 1998, 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 the authority for its purposes. I confirm that I am acting on behalf of the data subject and have submitted proof of my authority to do so.

I enclose the fee of £10 (cheque, made payable to "High Peak Borough Council") to cover the costs of searching for and providing a copy of the information.

Name
Address
.....
..... Post Code
Telephone No

Signed **Date**