

# Request for Access to Personal Information

(Not to be used for requests for CCTV images)



Under the Data Protection Act 1998 you have the right to enquire of any organisation about whether they hold personal information about you and, unless an exemption applies, to receive a copy of that information.

A data subject is the individual about whom the personal data relates. If you are applying for information about yourself, then you are the data subject. If you are acting on behalf of the data subject, please also complete Section D of this form.

To enable Malvern Hills District Council to deal promptly with requests for personal information, and to satisfy legal requirements placed upon the Council to ensure the identity of data subjects, please enclose with this form

- Suitable proof of identity relating to the data subject (and relating to yourself if you are not the data subject). Acceptable proofs of identity include a copy of driving licence, birth certificate, 2 recent utility bills or recent correspondence from Malvern Hills District Council
- A cheque for £10.00 made payable to Malvern Hills District Council. (We are entitled under the Data Protection Act to charge for each application)

The more specific you can be with your request about the information you require, the easier it should be for us to locate the information for you.

If you need any help completing this form, please ask a member of our staff or contact the Officer responsible for Data Protection at the address shown in section C..

## SECTION A PLEASE USE BLOCK CAPITALS

Name of data subject:

Address of data subject:

Please give previous names/addresses if changed in the past two years:

Daytime telephone No:  
(Not mandatory but may prevent further delay if we have a query)

*Please continue on to section B*

## SECTION B

As stated above, it will help your application if you can be specific with your request. Please state in your own words what information you require, including details of contact with Malvern Hills District Council or reason why you believe we have personal information about the data subject in our files. To help you, examples of the services provided by Malvern Hills District Council are as follows:-

*Planning, Council Tax, Benefits, Refuse collection and Environmental Services.*

If the data subject is, or has previously been an employee of Malvern Hills District Council, a payroll number, dates of employment and/or details of Directorate/Department will be a useful guide to help us search for any information held.

The information I require concerns:

## SECTION C

I understand that it may be necessary for Malvern Hills District Council to obtain more detailed information in order to be satisfied about my identity and to be able to locate and collate the correct personal data and that the 40 day period in which Malvern Hills District Council must respond will not commence until this is satisfied. I confirm that I am the data subject/acting on behalf of the data subject and that the information given on this form and any attachments therein are accurate and true.

Signature:

Date

Please note that any attempts to mislead may result in prosecution.

Please return this form together with the fee and identification specified to:

**Gill Thomas, Information & Risk Management Officer, Malvern Hills District Council, The Council House, Avenue Road, Malvern, Worcs. WR14 3AF  
Tel 01684 862154**

If you are acting for the data subject, please also complete Section D

**OFFICE USE ONLY**

Application number	<div style="border: 1px solid black; height: 20px;"></div>
Date application received	<div style="border: 1px solid black; height: 20px;"></div>
Date identity confirmed	<div style="border: 1px solid black; height: 20px;"></div>
Type of identity	<div style="border: 1px solid black; height: 20px;"></div>
Date authorisation confirmed	<div style="border: 1px solid black; height: 20px;"></div>
Date fee received	<div style="border: 1px solid black; height: 20px;"></div>
Date searches started	<div style="border: 1px solid black; height: 20px;"></div>
Date searches returned	<div style="border: 1px solid black; height: 20px;"></div>
Receipt number for cheque	<div style="border: 1px solid black; height: 20px;"></div>

## SECTION D

If you are acting on behalf of the data subject (known as an 'agent' of the data subject)  
Please complete the details below.

Agents Name:

Agents Address:

Daytime telephone No:  
(Not mandatory but may prevent  
further delay if we have a query)

Agent's relationship to data subject that leads to this request being made:

I attach with this application written authority to act on behalf of  
the data subject

If no written authority is provided, Malvern Hills District Council may  
wish to seek confirmation of your identity and of your right to act on  
behalf of the data subject

I would like the reply to this request to be:

**Please tick as  
appropriate**

Sent to the address of the data subject

Sent to the address of the agent

Sent to the address of the data subject and the agent