

## Contact Harlow

Civic Centre  
The Water Gardens  
Harlow, Essex CM20 1WG  
Tel: 01279 446655  
Fax 01279 446767:  
Email: [contact@harlow.gov.uk](mailto:contact@harlow.gov.uk)

## Subject Access Request Form Data Protection Act 1998

### Part 1 – Person that the information relates to (the data subject)

The information requested below is to help Harlow District Council satisfy itself as to your identity and find any data held about you.

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other	<input type="text"/>
Surname:	<input type="text"/>					
First Name(s):	<input type="text"/>					
Former Name(s):	<input type="text"/>					
Date of Birth:	<input type="text"/>					
Current Address:	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
Postcode:	<input type="text"/>					
Telephone N <sup>o</sup> :	<input type="text"/>					

**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)	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
Postcode	<input type="text"/>					
Date of Occupancy	From:	<input type="text"/>	:	<input type="text"/>	To	<input type="text"/>
Previous Address (2)	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
Postcode	<input type="text"/>					
Date of Occupancy	From:	<input type="text"/>	:	<input type="text"/>	To	<input type="text"/>

## Proof of Identity

To help establish your identity your application must be accompanied by **TWO** official documents that between them clearly show your **name, date of birth and current address**. For example, a birth / adoption certificate, driving licence, medical card, passport or other official document that shows your name and address. We will make copies of any documents which accompany your application.

**I enclose a copy of one of the following as proof of identity of the data subject:**

Birth / Adoption Certificate     Medical Card     Driving Licence     Passport     Utility Bill

Other (give details):

## Part 2 – Is the requested information about you (are you the data subject)?

If **no** the information is not about me (**go to part 3**)

If **yes** the information is about me (**go to part 4**)

## Part 3 – Person (agent) acting on behalf of the data subject.

Title:                       Mr                       Mrs                       Miss                       Ms                      Other

Surname:

First Name(s):

Address:

  
  
  

Postcode:

Telephone N<sup>o</sup>:

What is your relationship to the data subject (e.g. parent, carer, legal representative)?

Do you have legal authority to request the data subject's information?

Yes

No

If the data subject is under 16, do you have parental responsibility for them?

Yes

No

**Provide proof that you are legally authorised to act on the data subjects behalf in the form of:**

Letter of Authority

Lasting Power of Attorney

Evidence of parental responsibility

Other (give details):

**Provide proof that you are the person authorised to act on behalf of the data subject by enclosing a copy of one of the following:**

Birth Certificate

Driving Licence

Passport

Other (give details):

## Part 4 – Details of Information being requested.

Please help us deal with your request quickly and efficiently by giving as much detail as possible about the information you want. If possible restrict your request to a particular service, period of time or incident. If necessary continue this section on a separate page.

### Information Requested:

The request applies to documents

From:

To:

**Relevant details to help us locate the information.** (Address at the time, service or department, names of previous contacts, any file reference if known etc).

### Relevant details:

## Part 5 – Access to the information.

By law, the Council is permitted to charge a fee of £10. This request will not be valid until payment is received.

**Do you wish to:**

View the information

Be provided with a copy

**Copies (if requested) to be:**

Sent to the data subject

Sent to you

Collected

Do you have any special needs when viewing the information or in what format it is provided?

## Part 6 – Declaration

I certify that the information provided on this form is true. I understand that the Council is obliged to confirm proof of identity / authority and that it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

**Warning – a person who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution.**

## Part 7 – Before returning this form please check that you have:

- Enclosed proof of the identity of the person the information is about (the data subject)? (see part 1)
- Enclosed proof of authority to act on behalf of the data subject? (see part 3)
- Enclosed proof of your identity if acting on behalf of the data subject? (see part 3)

- Given enough details for us to locate the information you want?** (see part 4)
- Enclosed the £10 fee?** (see part 5)
- Signed and dated the declaration?** (see part 6)
- Completed all sections?** (part 3 only to be completed by a person acting on behalf of data subject)

**When you have completed and checked this form, take or send it together with the requisite identification and fee to:**

Contact Harlow  
 Harlow Council  
 Civic Centre  
 The Water Gardens  
 Harlow  
 Essex, CM20 1WG

**If you have any queries regarding this form or your application, please telephone us on 01279 446655:**

For official use only:		
Name of member of staff completing this section:		
Telephone no.:	Date received:	
Application checked and legible:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Identification documents checked and copies attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Method of payment:	Receipt No.:

**Using your personal information**

The personal information collected on this form is used by Harlow Council for the purposes of processing this request for information. The information is also used to compile statistics for use by Harlow Council; this does not include information that will identify you as an individual. Records relating to this request for information will be retained for three years from the date of the last action.