

WREXHAM COUNTY BOROUGH COUNCIL



DATA PROTECTION ACT 1998 - DATA SUBJECT ACCESS REQUEST

Your Rights:

Under the terms of the Data Protection Act 1998 an individual has certain rights of access to personal data which the Authority holds about him/her, and subject to certain conditions the individual is entitled to receive a description of the personal data, of which that individual is the data subject; the purposes for which the data are being processed, the recipients to whom the data may be disclosed and ordinarily to receive a copy of the information constituting such personal data.

The rights are subject to a request being made in writing, the payment of a fee of £10 and supplying information to satisfy the Council as to the identify of the person making the request and to assist in locating the information requested by that person.

If you would like to pursue your access rights please answer the following questions:

The person named in the records of Wrexham County Borough Council is :

Personal Details

Full name :

Maiden name/Former names :

Address :

Postcode :

Telephone Number :

Date of Birth :

If you have lived at this address for less than two years, please also give your previous address :

Have you previously applied to the Council for access to your personal data?

Yes

No

Proof of Identity

To help establish your identity, your application should be accompanied by a **copy** of any of the following documents :

Utilities bill

Driving licence

Vehicle registration document

Please tick the copied document that you have chosen to enclose. **Please do not send original documents**, only copies, as these will not be returned.

What kind of information do you require?

Council Tax	<input type="checkbox"/>	Housing	<input type="checkbox"/>
Benefits	<input type="checkbox"/>	Children Social Services	<input type="checkbox"/>
Education	<input type="checkbox"/>	Adult Social Services	<input type="checkbox"/>
Leisure Services	<input type="checkbox"/>	Employment	<input type="checkbox"/>
Library Services	<input type="checkbox"/>	Environmental Health	<input type="checkbox"/>
Planning	<input type="checkbox"/>	Licensing	<input type="checkbox"/>
Student grants	<input type="checkbox"/>		
Other (please specify)	<input type="checkbox"/>		

Declaration

I request that you provide me with details of the personal data about me, which you process for the purposes I have indicated above.

I also confirm that I am the data subject and not someone acting on his/her behalf.

Signed _____ Date _____

An application being made by someone acting on behalf of the data subject

I confirm that I am acting on behalf of the data subject, namely _____ and I enclose herewith proof of my authority to act on behalf of the data subject (for example a letter signed by the data subject authorising me, Power of Attorney, etc.).

Title :
Surnames/Family Name
First Name
Home Address :
Postcode :
Telephone Number :

Declaration

I declare that the information given above by me is true and correct to the best of my knowledge. I understand that attempting to obtain information using false information is a criminal offence under the Data Protection Act 1998.

Signed _____ Date _____

Proof of identity of agent to help establish your identity as the authorised agent.

To help establish your identity, your application should be accompanied by a **copy** of any of the following documents :

Utilities bill

Driving licence

Vehicle registration document

Please tick the copied document that you have chosen to enclose. **Please do not send original documents**, only copies, as these will not be returned.

Signed _____

Dated _____

CHECKLIST

- 1 Have you filled in all of the parts of the application form relevant to your application?
- 2 Have you signed the form?
- 3 Have you enclosed the fee of £10 payable to Wrexham County Borough Council?
- 4 Have you enclosed an identifying document?
- 5 Where you are acting on behalf of the data subject have you enclosed proof of your authority to do so?

When completed, this form and any documentation required should be sent to:

Archivist/Records Manager (Data Protection)
Leisure, Libraries and Culture Department
Wrexham Museum
Regent Street
Wrexham LL11 1RB