



## DATA SUBJECT ACCESS REQUEST FORM

Under the Data Protection Act 1998 an individual is entitled to ask the Council for a copy of the personal information which it holds about them.

If you would like to access personal information that the Council holds about you please complete this form and together with proof of identity (**copy of driving licence, passport etc.**), and a fee of £10 (cheque or postal order made payable to “**Barrow Borough Council**” and send it to:

The Data Protection Officer  
Barrow-in-Furness Borough Council  
Town Hall  
Duke Street  
Barrow-in-Furness  
Cumbria  
LA14 2LD

Please complete the form below providing as much detail as possible for identification purposes. An \* indicates a required field.

### Application Details

Full Name *	
Address (incl. Post Code) *	
Telephone Number	
Date of Birth	
Email Address	

If you are requesting the information on behalf of someone else please provide written consent of the data subject, together with documentary evidence of their identity as above, and supply their details below:

Full Name *	
Address (incl. Post Code) *	
Telephone Number	
Date of Birth	
Email Address	

### **Details of Request**

The authority uses personal data for the purposes shown below. Please tick the appropriate box(es) to receive details of the personal data that is held about you

- Council Tax
- Council Tax/Housing Benefit
- Customer Services
- Environmental Health
- Housing
- Leisure Services
- Planning

Other (Please describe)

Please briefly explain why you are requesting this information: \*

To assist the Council in finding this information please provide details of any reference number that you are aware of e.g. Council Tax or Housing number:

### **Data Subject Declaration**

#### **Data Subject Declaration (to be completed by someone requesting information on their own behalf)**

In exercising my right granted to me under 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 that I am requesting. I also confirm that I am the data subject and not someone acting on their behalf.

**Signed:** \_\_\_\_\_

**Date:**

#### **Data Subject Declaration (to be completed by someone requesting information on behalf of another person)**

I confirm that I am acting on behalf of the following data subject and have submitted proof of my authority to do so.

---

(Please insert the name of the person you are acting on behalf of)

Please include proof that you are authorised to act on behalf of the data subject.

**Signed:** \_\_\_\_\_

**Date:**