

# General Data Protection Regulation 2016

## Subject Access Request Form

North Norfolk District Council will respond as soon as is possible to this request but in any event with 1 month from receipt of this Form. Should further information be required to identify the data requested then the 1 month will run from the date we receive that further information.

### Your Details:

Surname:

Forename(s)<sup>1</sup>:

Title:

Date of Birth:

Current Address:

Previous Address<sup>2</sup>:

Daytime Contact Telephone Number:

### I require the following information<sup>3</sup>:

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Department or area of Council where you think the information you seek is held<sup>4</sup>:

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Documents/information supplied in support of identification<sup>5</sup>:

Your signature:

Date:

If you need any assistance completing this Form, please contact the Data Protection Officer on 01263 516373, or email [data.protection@north-norfolk.gov.uk](mailto:data.protection@north-norfolk.gov.uk)

Guidance notes on completing this Form are found overleaf

For official use only

Date received:

Request number:

Date acknowledged:

Date responded:

## Guidance Notes

1. If you have changed your name you should give us details of your previous name(s) to enable us to identify all the information we hold about you. Please read the notes about proof of name and address.
2. You should also give us details of your previous addresses for the period you wish us to identify all the information. Please read the notes about proof of name and address.
3. Please give us as much assistance as possible in identifying the information you want. The Council can refuse your request if you do not provide us with sufficient information to locate the data you seek, or if you cast your request in such wide terms that it would require disproportionate effort to produce it. If the information you require is about a particular problem, please help us by telling us what it is. Please also tell us the department or area of the Council and any Council reference number you have which relates to the information you see.
4. Please use this Form to only request your own information. We will not release any information we hold about you which identifies any third parties (this includes information about members of your family).
5. We will require proof of your name and address before we release your information to you. Please supply two different official documents with your photograph (not photocopies) that show your name and address clearly. We will return those to you by first class post. This is to ensure we do not release your information to the wrong person. We will also require proof of any previous names or addresses you may have used.
6. A reasonable fee can be charged for further copies of the same information and when a request is manifestly unfounded or excessive.
7. Please return the completed Application Form and proofs of identity to:

Data Protection Officer  
North Norfolk District Council  
Legal Services  
Holt Road  
Cromer  
Norfolk  
NR27 9EN