

Laceby Village Council

Personal Information Request Form (Subject Access Request)

Subject to certain exemptions, you have the right to be told whether the Village Council holds any information about you, and a right to be provided with a copy of that information within a 30-day period. To exercise those rights, please complete this form carefully.

For further information on how the request will be processed, the supporting evidence required and the fee payable is available on our website.

The Village Council's Privacy notice can be found on the website www.laceby-village-council.net

Applicant check list – before returning your form please check you have	
Provided enough details in section 2 to allow us to locate the information you have requested	
Signed and dated the declaration in section 3	
Completed and signed the declaration in section 4, if you wish us to send this information to a third party	
Proof of your identity	
Proof of your current address	

Proof of your identity should be photo identification such as a Driving licence or Passport, please contact us if you are unable to provide this.

Proof of your address should be a recent Bank/Building Society statement, Utility bill or a letter from a Solicitor / Social Worker / HMRC / Inland Revenue / Benefits Agency or employer.

When you have completed your form, please contact the Clerk to arrange an appointment to confirm your identity and collect your fee:

***Please do not attend the office if you have not made an appointment to have your application and identification verified as the Clerk may not be available to meet with you.**

Address: Mrs N Ashton, c/o The Stanford Centre, Laceby, Grimsby, NE Lincolnshire, DN37 7AX

Email: clerk@laceby-village-council.net

Please use **BLOCK CAPITALS** and **BLACK INK** when completing this form.

Section 1 – About yourself

Surname/ Family Name			
First name (s)			
Maiden / other names			
Title (Mr, Mrs, Ms, Dr etc)		Date of Birth (dd/mm/yyyy)	
Residential Address			
This is the address all replies will be sent to and must be the address you currently live at			
	Post Code:		
Time at this address		years	
* Telephone No			
* e-mail address			
* These fields are not mandatory, but will assist us to contact you if we need to discuss your request			
Previous Addresses			
<p>If you have lived at any other addresses in the last two years, or during the period you are asking for information for, please give your previous addresses, including the dates you lived there.</p> <p>Please continue on a separate sheet if required</p>			

Section 2 - Information required

The Council may hold personal data for many purposes. To help us find any information that may be held about you, and provide this to you as quickly as possible, we would ask that you please supply the additional details.

Please continue on a separate sheet if you need to expand on any of the information requested below.

Please indicate if you were or are (please put a cross (x) in the relevant boxes)

An elected member

An employee of the Council

Please specify exactly the information you require?

When did this happen? (please supply appropriate dates if you cannot be certain)

Please provide any relevant reference numbers

Section 3 – Declaration

Declaration (to be signed by the applicant)			
<ul style="list-style-type: none">• The information, which I have supplied in this application is correct and I am the person to whom it relates• I understand that a person who impersonates another or attempts to impersonate another may be guilty of committing a criminal offence and subject to prosecution			
Signature		Date	
Your signature must match the one provided with your submitted identification documents. Applications will be rejected where signatures do not match			

Section 4 Third Party Applications

We can only provide personal information to the person to whom it relates. If you wish someone else to be provided with your information, you must complete the declaration below agreeing for the information to be provided to a third party. Please remember that you must still provide evidence of your identity and address, and sign and date the form in section 3.

Declaration (to be signed by the applicant where information is to be passed to a third party)			
<ul style="list-style-type: none">• I agree that the personal information I have requested in this application can be provided to the following person or company.			
Name:			
Address			
		Post Code:	
Signature of applicant		Date	
Please be aware that even where you have given permission for the requested information to be provided to a third party, we may still provide this information directly to you, to pass on to them.			