



CRAWLEY BOROUGH COUNCIL SUBJECT ACCESS REQUEST FORM

DATA PROTECTION ACT 2018 and THE GENERAL DATA PROTECTION REGULATION – SUBJECT ACCESS REQUEST

Please provide the following details about yourself:

Full name

Address

.....

Tel No.

E-mail:

1. Are you requesting information about yourself?

If so, you are the data subject, you will be required to supply 2 forms of evidence of your identity. This can include a photocopy driving licence, passport, birth certificate or recent utility bill. (Please go to 2 below.)

If you are not the data subject please supply the written authority of the data subject and supply their details as follows:

Full name

Address

.....

Tel No.

E-mail:

2. The Council uses personal data for the purposes shown below. Please tick the box opposite the purpose(s) you wish to access.

- | | |
|------------------------------|--------------------------|
| Rent Collection | <input type="checkbox"/> |
| Council Tax Collection | <input type="checkbox"/> |
| Benefits | <input type="checkbox"/> |
| Environmental Health | <input type="checkbox"/> |
| Housing (Tenancy) | <input type="checkbox"/> |
| Housing (Homelessness) | <input type="checkbox"/> |
| Leisure | <input type="checkbox"/> |
| Planning | <input type="checkbox"/> |
| Nuisance/ASB Team | <input type="checkbox"/> |
| Other (please specify below) | <input type="checkbox"/> |

ALL APPLICANTS MUST COMPLETE THIS SECTION

I, confirm that the information given on this application form to Crawley Borough Council is true, and I understand that Crawley Borough Council may need more information to confirm my identity/that of the data subject and to locate the information that I am requesting.

Signature:

Print Name:

Date:

Please return the completed application to the Data Protection Officer, Crawley Borough Council, Town Hall, Crawley, West Sussex, RH10 1UZ or send by email to DPO@crawley.gov.uk along with the following:

- a) Evidence of your identity(ies).
- b) Evidence of the data subject's identity (if different from (a)).
- c) Stamped addressed envelope for return of proof of identity/authority document (if required).

Whilst Crawley Borough Council must respond to your request for information within one month, please note this time period does not begin to run until all of the above have been received.