



Office Hours
Monday to Friday
9am - 3pm

CHUDLEIGH TOWN COUNCIL

CHUDLEIGH TOWN HALL
MARKET WAY
CHUDLEIGH
NEWTON ABBOT
DEVON TQ13 0HL
Tel: 01626 853140
Email: Clerk@chudleigh-tc.gov.uk
Clerk: John Carlton

Subject Access Request form

The Town council has a duty under the General Data Protection Regulation (GDPR) to provide individuals with access to information that it holds about you.

Under Article 15 of the GDPR, you have the right to request access to personal information held about you by the council. This type of request is called a subject access request or 'SAR'.

To make such a request please complete the following:-

1. Full Name: _____

Other Names by which you may have been known:

Date of Birth: _____

Current Address: _____

Post Code: _____

Tel No: _____ Email : _____

2. Are you the person named in 1 above? Yes No

If "**Yes**", please provide evidence of your identity:

Copy of Driving Licence

Copy of Passport

Birth Certificate

Council Tax Bill

Utility Bill (recent)

Go to section 4.

If "**No**" Please complete section 3 next

3. . If you are **not** the person about whom the council is holding the data, please give your:

Full Name : _____

Current Address : _____

Post Code : _____

Tel No : _____ Email: _____

What is your relationship to the data subject : _____

You will also need to enclose evidence of your identity and that of the Data Subject.

4. To be completed by all applicants:

I, _____, certify that the information given on this subject access request form is true.

Print Name: _____

Signature: _____ **Date:** _____

Note – the Council must respond to your request within 40 days. However, this period does not start until the council is satisfied about your identity, and has enough detail to locate the information you are seeking.

Please note that any attempt to obtain personal data unlawfully may lead to prosecution. If you are not the data subject or acting on behalf of the data subject (with their written consent) but are attempting to gain access to information that you are not entitled, you will be in breach of Section 55 of the Data Protection Act 1998.

Your Checklist:

Have you completed all of the appropriate sections?

Have you signed the form?

Have you enclosed evidence of the data subject's identity?

If acting on behalf of the data subject, have you enclosed evidence of your and their identity?

Evidence (written consent) from the data subject to act on their behalf?

Please return this form

**Chudleigh Town Council,
The Town Hall,
Market Way,
Chudleigh,
TQ13 0HL
Email: clerk@chudleigh-tc.gov.uk**

The details you provide on this form will be disclosed to officers dealing with your request and will be used within Chudleigh Town Council to validate, locate and review your information.
