

**Date Protection Act 1998
Subject Access Request Form**

Surname:	Former Surname <i>(if applicable)</i>	
Mr/Mrs/Ms/Miss:	First name:	
Date of birth:		
Present address:		Postcode:
Phone number:		Mobile number:
If you have lived at the above address for less than two years <i>(see guidance notes)</i>		
Previous address:		Postcode:
2. Details of the information you require		
3. Proof of identification		
Documents/identification supplied <i>(See note in guidance section):</i>		
Please note that the above information will be recorded for administrative purposes and may be used for statistical analysis		
4. Payment Please enclose a cheque or postal order for £10.00 made payable to Stalham Town Council. The completed application form, fee and supporting proof of identity should be sent to: The Clerk, Stalham Town Council, 74 High Street, Stalham, NR12 9AS Email: clerk@stalham-tc.gov.uk Or an appointment made by telephone on 07881 638 145		
Signature (of applicant) Date		

General

1. **Personal details:** Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible, for example, previous addresses with dates. Use a separate sheet of paper if required.
2. **Details of the information you require:** You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. These details are required to assist location of the information.
A new "stop-the-clock" mechanism allows organisations to pause the response deadline while waiting for clarification from the requester.
3. **Proof of identification:** Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation, for example, a recent utility bill, bank statement (photocopies not acceptable) showing your name and address. In some cases, additional details such as a passport or photo ID driving license may be required due to the sensitive nature of information held.
4. **Keep your documents secure:** Always send important documents by recorded/special/registered delivery as appropriate. Council cannot be held liable for items lost in the post.
5. **Payment;** A search fee of £10.00 is required for each separate request. The fee is not refundable if the result of the search shows there is no information to be supplied.
6. Please make cheques and postal orders payable to Stalham Town Council

If you have any questions relating to identification requirements or any other aspects of a subject access request, you can email us at clerk@stalham-tc.gov.uk or telephone us on 07881638145
7. Your request will be dealt with in a calendar month as part The Information Commissioners guidance. For Stalham Town Council this will be 30 days.