

WYCHAVON DISTRICT COUNCIL
REQUEST FOR ACCESS TO PERSONAL DATA

This form is used by the Council to help you to receive information we process about you. Please complete it as fully as possible – if you do not it may result in delays in dealing with your request. If you are applying on behalf of another person with their consent, please include proof of your right to do so (e.g. a letter of authorisation signed by that person). If you need help completing this form please contact the Data Protection Officer at the address given below.

DETAILS OF DATA SUBJECT *(i.e. the person about whom the information is required)*

NAME:

ADDRESS:

.....

.....

PREVIOUS ADDRESS *(If you have moved since your details were given to the Council.)*

.....

.....

IF YOU ARE NOT THE DATA SUBJECT:

YOUR NAME:

YOUR ADDRESS:

.....

Please state whether you want information held by a particular Service(s), including any reference numbers you have been given (e.g. Council Tax reference, Housing reference). If you are not sure which Service has the information you require, please give as much information as possible to enable it to be traced.

Signature:

Date:

.....

Return this form to:

Data Protection Officer, Wychavon District Council
Queen Elizabeth Drive, Civic Centre
Perschore, Worcs WR10 1PT