



## COLCHESTER BOROUGH COUNCIL

### DATA PROTECTION ACT 2018 - SUBJECT ACCESS REQUEST

**a) To be completed by the Applicant: Please fill in ALL details and read Important Notes**

(Full name) .....

.....  
(Current Home Address)

Date of Birth...../...../..... of.....

.....Postcode.....

Tel: .....Mob: .....Email: .....

I have read the notes printed on the back of this form and request details of personal information held about me by **Colchester Borough Council**

**b) Please supply copies of: Please tick one box only**

- ☐ a) Information held by the Council about me that is related to the following specific subjects (e.g. Housing, Council Tax), events or dates  
*Please specify*

- .....  
☐ b) The following account numbers and/or names will help to locate the information:

**c) Delivering the Information: Please tick one box only:**

I attach a recent utility bill as proof of my address and photo ID as proof of my identity and would like the information:

- ☐ To be sent by secure email  
☐ To be sent on paper by Special Delivery to the address I have written in section a) above  
☐ To be sent to my solicitor or other representative by Special Delivery or by secure email to the following address:

Name of firm or organisation: .....

Address: .....

.....Postcode.....

Telephone: ..... Email.....

**d) Declaration**

I declare that I am the person named above. I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Colchester Borough Council is true. I confirm that I understand that it is necessary for Colchester Borough Council to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Signed:** ..... **Date:** .....

**Warning! – Impersonating or attempting to impersonate someone else is an offence**

## Important Notes

1. The information you provide on this form will be held in compliance with the Data Protection Act (DPA) 2018 and will be used only for the purposes of processing your request.
2. This form must be completed by or on behalf of the person whose information is being asked for; section a) must be completed with their name and address. Please give their current address even if it is not in the Borough. Give all relevant previous addresses and any former names (e.g.: maiden name) in section b). Please write clearly; if there is not enough space please attach another sheet. You do not have to give a phone number or email address, but they would help if we did need to contact you for any reason.
3. Please give as much detail as you can about the information you need. Generally, the time taken for searches will depend upon the amount of information requested.
4. Please give any reference numbers you have, e.g. your National Insurance number for benefits or housing information and any relevant dates, contact names or other details.
5. If you wish the information to be sent to your solicitor or other agent such as the CAB, Shelter or another person acting on your behalf, please complete section c) giving their address, a case reference and/or the name of the person to contact. Please give their phone number and/or email address so we can ask them how they want the data sent.
6. This form must be signed by the applicant in person unless they are legally unable to sign. If signed on behalf of the applicant a copy of the Letter of Authority or Lasting Power of Attorney under which the signatory is acting, or for a child evidence of parental responsibility, must be sent with the form.

### Returning this form:

When completed, the form and ID should be sent by email to [info@colchester.gov.uk](mailto:info@colchester.gov.uk)

Alternatively, please send by post to:

#### Customer Information Officer

Colchester Borough Council  
Rowan House  
33 Sheepen Road  
COLCHESTER  
CO3 3WG

**Data Protection enquiries or complaints:** [info@colchester.gov.uk](mailto:info@colchester.gov.uk)

More information about Subject Access Requests can be found on our website at [www.colchester.gov.uk/info](http://www.colchester.gov.uk/info) or via the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

### Information not about individuals:

This form can only be used for requesting data held by the Council about you or about another named individual for whom you are acting. If you need information that does not relate to a particular person, a lot of the information the Council holds is available on our website. If you cannot find the information you need online you can make a request under the Freedom of Information Act. Go to [www.colchester.gov.uk/info](http://www.colchester.gov.uk/info) for details.