

Data Protection Act 1998 Application for Subject Access



NOTES

1. If you are applying on your own behalf you only need to complete sections 1, 4 and 5.
2. If you are applying on behalf of someone else you must complete all the sections.
3. Everyone making an application must complete section 1.
4. Please complete all sections in BLOCK CAPITALS.

SECTION 1 : Your Details				
Title	Mr	Mrs	Ms	Other
Surname				
Forename(s)				
Maiden Name				
Age (If under 18)				
Address				
Postcode				
Daytime phone number Mobile phone number				
Email address				

SECTION 2 : Details of the person if you are applying on behalf of another person.

His/Her Surname	Mr Mrs Ms Other
His/Her Forename(s)	
Her Maiden Name	
His/Her Age (If under 18)	
His/Her Address	
His/Her Postcode	
Daytime phone number Mobile phone number	
His/Her Email address	

SECTION 3 : Applying on behalf of another person.

Please complete one of the following :

EITHER

I have a letter from the person who is named in Section 2 authorising me to apply on his/her behalf and enclose the letter which is dated

OR

My relationship to the person I have named in Section 2 is : (e.g Parent or Guardian)

I am entitled to act on behalf of that person because :

SECTION 4 : Information to enable us to do the search.

Please fill in details about yourself, or the person on whose behalf you are applying. Give any information you think may help us to complete the search. In certain cases it will help to know details such as the service team , social care centre or officer details.

What contact do you have with Surrey County Council?
e.g. student, tenant, employee, social services client

SECTION 4 : (continued)

Please fill in details about yourself, or the person on whose behalf you are applying. Give any information you think may help us to complete the search. In certain cases it will help to know details such as the service team , social care centre or officer details.

What contact do you have with Surrey County Council?
e.g. student, tenant, employee, social services client

Which department / office / establishment do you, or the person on whose behalf you are applying, attend or have contact with ?

Department / Office

Date(s)

To

From

Department / Office

Date(s)

To

From

SECTION 4 : (continued)

Other details which may help with the search e.g. previous name, relevant dates

Are there any letters or documents which may help with the search?
Please list them and attach photocopies to the form .

Reason(s) for applying for subject access

SECTION 5 : Declaration

Please read this section carefully, then sign and date it at the bottom

- I understand that the 40 day period in which Surrey County Council must respond will not start until I have provided sufficient information to make the search and the £10:00 fee is enclosed
- I understand that I may have to collect any personal data located by Surrey County Council. This is a precaution against the data falling into the wrong hands. If I collect the data in person I may have to produce personal information
- I understand that the search may show that Surrey County Council does not hold any personal data about me, or the person ho whose behalf I am applying. If this is the case, I will be informed, but the £10:00 fee will not be refunded

Payment

- A payment of £10:00 is required to carry out this search.
- If the data specified is from the Social Care Services no fee is payable.
- You can pay by enclosing a cheque or postal order made payable to Surrey County Council

I certify that I am the person in **SECTION 1**

Signed :

Dated :

RETURN ADDRESS

Please complete all relevant sections of the form and return it to :

The Data Protection Officer
Surrey County Council
Room G81
County Hall
Penrhyn Road
Kingston Upon Thames
Surrey
KT1 2DN