

Municipal Offices, Bowling Green Road, Kettering NN15 7QX Tel: 01536 410333

For office use only

Date received: Response deadline:

1. DETAILS OF PERSON REQUESTING THE INFORMATION

Full name:

Address:

.....

.....

Tel No:

Email:

2. ARE YOU THE DATA SUBJECT?

YES If you are the Data Subject (i.e. the person about whom the information being requested) please supply evidence of your identity (for example your driving licence, birth certificate (or copy) and stamped addressed envelope for the returning the document to you.

Please go to Question 5

NO Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed.

Please complete Question 3 and 4

3. DETAILS OF DATA SUBJECT (IF DIFFERENT TO 1)

Full name:

Address:

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Tel No:

Email:

SUBJECT: ACCESS REQUEST FORM – DATA PROTECTION ACT 1998

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

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5. Please describe the information that you seek together with any other relevant information. This will help to identify the information that you require

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DECLARATION

I Certify that the information given on the application form to Kettering Borough Council is true. I understand that it is necessary for the Council to confirm my/the Data Subjects identity and it may be necessary to obtain more detailed information to locate the correct information.

Signature

Date

PLEASE NOTE: The period of 40 days in which the Council must respond to the request will not commence until it is satisfied upon these matters and the correct fee has been received.

PLEASE RETURN the completed form to the Head of Customer Services & Information, Kettering Borough Council, Municipal Offices, Bowling Green Road, Kettering, NN15 7QX (Email: foi@kettering.gov.uk)

DOCUMENTS TO SUBMIT WITH THIS APPLICATION – CHECKLIST

- Evidence of your identity
- Evidence of the Data Subjects identity (If different from above)
- The fee (Cheque payable to Kettering Borough Council)
- A stamped addressed envelope for the return of proof of identity/authority