

LONDON BOROUGH OF CROYDON

Subject Access Request - Data Protection Act 1998

The purpose of this form is to assist you in making a request for personal information under the Data Protection Act. You do not have to use it, but by providing the details below the Council should have all the information it needs to comply with your request, or be able to contact you if anything further is needed.

Name of data subject:

Address of data subject:

If acting on behalf of a data subject: (and complete accompanying authority form)

Name of the person acting on behalf of the data subject:

Address of the person acting on behalf of the data subject:

Tel No

Fax No

Email Address

Contact Information

To be a valid request under the Act you must provide your name and address. You do not have to provide a telephone number, Fax No or Email Address. However, the more information you provide the easier it will be if we need to contact you regarding your request.

Proof of Identity

The Council reserves the right to request proof of identity. This is to ensure that the person requesting personal information is entitled to receive it.

Fees

A fee of £10 is payable for this information. The fee will have to be paid before the information is released to you.

Description of the Information Requested (To assist us in providing you with the information you are seeking, please provide as detailed description of the information as possible e.g. dates, relevant addresses, former names.

Please return this form to:

James Derby
Corporate Solicitor (Information)
London Borough of Croydon
Taberner House
Park Lane
Croydon
CR9 3JS
☎ 0208 686 4433 ext 63833
✉ james.derby@croydon.gov.uk