



How to apply for personal information held by Tendring District Council

(Under the Subject Access provisions of the Data Protection Act)

Your rights

The Data Protection Act gives legal rights to individuals concerning personal data held about them. An individual is entitled, on submission of a written request, to be supplied with a copy of all the information which forms the personal data held about him or her. Once the form has been submitted with the appropriate fee, your request must be responded to within 40 days. However, the Council can only supply information about you and cannot give you any information which may identify someone else.

Need some help?

If you would like any help completing this form please contact the Council's Data Protection Officer on:

☎ 01255 686513

✉ <mailto:dpaofficer@tendringdc.gov.uk>

Fee

A fee of £10 is required for access under each of the Council's Notifications. Payment must be in pounds sterling. Please indicate below which Notifications you wish to apply under. Cheques should be made payable to Tendring District Council.

Main Council Notification (£10)	
Electoral Registration (£10) †	

† You are reminded that the Electoral Roll is a public document and can be viewed at your local library.

About Yourself (Please use block capitals)

Title (Mr/Mrs/Miss/Ms/Dr, etc.)Surname/Family Name

First Name(s)Maiden/Former Name(s).....

Home Address (including postcode)
This is the address to which all replies will be sent, unless you specify otherwise.

OPTIONAL – the provision of a telephone contact number is completely optional, but would enable the Council to contact you quickly in the event of any query regarding your application.

Contact Telephone Number(s) (Daytime) 1. 2.

If you have lived at the above address for less than 5 years please give your previous addresses for that period in these boxes, along with the relevant dates

1.	From:	To:
2.	From:	To:
3.	From:	To:

Continue on a separate sheet if you need to.

Proof of Identity

The Council has a duty to protect every individual's right to privacy and it is essential that it only provides information to the person who is legally entitled to receive it. This section must be completed to provide proof of your identity. The Council may use this information to confirm your identity.

Option A

If a countersignature is to be used to verify your identity, it should be signed by someone of standing (*not a relative*) who has known you for at least one year. For example a doctor, minister of religion, police officer, teacher, social worker, solicitor or other person of similar standing.

Option B

If you prefer to provide documentary evidence to verify your identity, at least two separate and different documents must be provided, and at least one of these must include a photograph and signature and the other must also include your current address. Examples of acceptable types of document are – current passport; current driving licence (with photograph); utility bills. All documents must be current. (ie. within the previous 3 months)

Option A – Countersignature:

I confirm that I have known the applicant named above for year(s) and to the best of my knowledge and belief the facts given by the applicant on this form relating to their name and present address are correct.

Signature Date

Full Name Occupation

Home Address:	Business Address:
Contact Telephone No.	Contact Telephone No.

Option B – Documentary Evidence of Proof of Identity:

I am providing the following documents (minimum of 2) as proof of my identity :

Documents which include a photograph and signature :-	Documents which include my current postal address :
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Declaration

By signing this declaration, I confirm that the information that I have provided in this application is complete and correct to the best of my knowledge and that I am the person to whom this information relates.

Signed by Date

Check List:-

- Have you completed all sections of the form?
- Have you provided the required proof of identity?
- Have you indicated which of the Council's Data Protection Notifications you wish to apply under?
- Have you signed and dated the form?
- Have you enclosed the required fee (£10.00 per Notification)

Returning this form

When you have completed this form, please send it, along with the required countersignature/proof of identity and fee, to :

**The Data Protection Officer
Tendring District Council
Town Hall
Station Road
Clacton on Sea CO15 1SE**

☎ 01255 686513

📧 <mailto:dpaofficer@tendringdc.gov.uk>

Official Use only

Date Received:
Fee received:
Date Response Provided: