

## Subject Access Request Form

(Subject Access Request under the Data Protection Act 2018)

This form may help you formulate your request for information held by South Hams District Council.

1. Your details (to help us search and to find the requested information)	
<b>Your title:</b> (Mr, Mrs, etc)	
<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Contact number:</b>	
<b>Email address:</b>	

2. Other information that may help us search for your information:	
Previous name(s):	
Previous address(es):	

Date(s) of occupation at previous address(es)	
Business name(s):	
Business address(es):	
Other:	

<b>3. What information are you requesting from the Council?</b>	
Describe what type of information you are asking for:	
What previous contact have you had with the Council?	
For what period (s) are you requesting this information?	

#### 4. I would like the reply sent (please tick):

To my home address:	<input type="checkbox"/>	To my email address:	<input type="checkbox"/>	<b>OR</b> To my authorised agent (see next box)	<input type="checkbox"/>
If appointing an agent: I authorise the following person to act as my agent and deal with this application on my behalf:	Name:				
	By post:		<input type="checkbox"/>	By email:	
	Please provide relevant contact details here:				

#### 5. What happens next?

Please send this Application Form to: [data.protection@swdevon.gov.uk](mailto:data.protection@swdevon.gov.uk) , or

The Data Protection Officer  
South Hams District Council  
Follaton House  
Plymouth Road  
Totnes  
Devon  
TQ9 5NE

2. The Council:

- will acknowledge your request
- may ask you for more information
- may ask you to prove your identity
- will send you a response with the requested information within one calendar month of receipt of a valid application  tell you if we cannot supply the information and tell you why

If you have any queries please contact the Data Protection Officer:

- by emailing [data.protection@swdevon.gov.uk](mailto:data.protection@swdevon.gov.uk)
- ringing 01803 861234
- at the above address

**Your Signature:**..... **Date:**.....