



Cheshire West and Chester

Data Protection Act 1998 Section 7

Request for access to personal information

Your Subject Access Rights

Under the terms of Section 7 of the Data Protection Act 1998, you have the right to be told whether Cheshire West & Chester Council hold any information about you and to be provided with a copy of your personal data within a 40 day period.

To request copies of the information that Cheshire West & Chester Council may hold about you, carefully complete the form below and return it with proof of identification and a fee of £10. For further clarification of these items please see the sections below.

Fee

Your Subject Access Request will cost £10. You are encouraged to pay by cheque or postal order. All payments should be made out to 'Cheshire West & Chester Council'. Postal Orders must be UK Postal Orders.

Proof of Identity

To help establish your identity, your application must be accompanied by proof of identity and proof of address.

The Council will accept scanned copies of your photo ID (preferably driving licence or passport), as well as official documents themselves. We will also accept Medical Cards and Birth Certificates as proof of identity. If you have difficulty scanning your documents, staff at any of our front desk locations will be able to do this for you on request.

Please provide a recent utility bill as proof of your address, this will allow us to post your information to you when it is ready for release.

Depending upon the nature of the request, Cheshire West & Chester Council may contact you requiring further proofs.

Applicant's Full Name:

Date of Birth:

Address:

Phone Number:

Email Address:

Previous Addresses (if less than 3 years at current address):

Relationship with Cheshire West & Chester Council (e.g. client of Social Service) and any relevant dates:

Description of information required (please be as specific as possible, describe the circumstances in which you have dealt with the Council and detail any reference numbers or details that will assist us in finding the information you require):

Please send your completed form to:

**Phil Orchard – Data Protection Officer
Data Protection Unit (2nd Floor, HQ)
4 Civic Way
Ellesmere Port
CH65 0BE**

You will receive an acknowledgement letter upon receipt of your completed form, identification and payment. This letter will also inform you of the exact dates of your 40 day waiting period.