BOYTON PARISH COUNCIL
SUBJECT ACCESS REQUEST

Under the terms of the Data Protection Act 2018, a data subject has the right to access to personal data relating to themselves that is held by the Council in electronic format and/or manual records forming part of a 'relevant filing system'.

Any individual who wishes to exercise this right should apply using this subject access request application form. The Council may hold personal records in different parts of its organisation and needs to be assured of an applicant's identity before relevant data is released. To assist us to provide the information you require, please provide the following information:

Name:	
Address:	Postcode
Telephone (work) (home)	

Please note that the Council may require a period of 40 days in which to provide the required information.

Proof of Identity

To help establish your identity your application must be accompanied by TWO official documents that between them clearly show your name, date of birth and current address.

Acceptable forms of ID are:

- a photocopy of your passport or driving licence
- an electricity bill (the original bill, not a copy) - any bill you send must be less than 6 months old
- a gas bill (the original bill, not a copy) - any bill you send must be less than 6 months old
- a council tax bill (the original bill, not a copy) - any bill you send must be less than 6 months old

- any other bill in your full name (the original bill, not a copy) - any bill you send must be less than 6 months old

Information requested

Under the Data Protection Act the Council is entitled to refuse to provide you with a copy of the information you want if, in the words of the Act, to do so "is not possible or would involve disproportionate effort". Please provide as much information as you can to help us identify the data you want.

INFORMATION SOUGHT / REQUIRED:

Signed: Date:

Please send your request to:

Boyton Parish Council Data Protection Officer 4 Melton Road Hollesley Woodbridge Suffolk IP12 3LB **or email to**: boytonpc@gmail.com