



DATA PROTECTION ACT 1998

Subject Access Request Form

1. Personal Details (Please print clearly in black pen)

Surname: _____ Date of Birth: _____

Forename(s): _____

Address: _____

Postcode: _____ Tel no (incl area code): _____

E-mail address: _____

2. Details of request (Please continue on a separate page if necessary)

Which Moray Council services do you wish to obtain information from?

What is the timescale required (i.e. January 2015 to August 2015)?

Additional information (anything you think will help us find the records you are looking for):

Please note any previous name or address you think may assist us in locating your records:

3. Checklist (Have you enclosed...)

We require a standard fee of £10 to be paid before we process your request.*

£10 Fee (if enclosing a cheque, please make this payable to The Moray Council)

Proof of identity (a copy of at least one of the following)

Passport

Birth certificate

Driving licence

*Fees for an Education subject access request are dependent on the number of photocopies required and will be charged prior to the release of any documents.

If you are unable to pay the fee, please provide details above in Section 2.

4. Article 10 Notice

The information provided by you will be used only in processing your subject access request. In terms of the Data Protection Act 1998, you are entitled to know what personal information The Moray Council holds about you, on payment of a fee of £10

Signed _____ Date _____

Please return this completed form and fee to:

Information Co-ordinator, The Moray Council, Elgin Library, Cooper Park, Elgin, IV30 1HS.

If you have any questions then please contact us at: info@moray.gov.uk or 01343 563110.

Information about data protection can also be viewed on our website at:

http://www.moray.gov.uk/moray_standard/page_41179.html