



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. STD code): _____

2. Details of request

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

3. Additional Information

4. Checklist – have you enclosed.....

Fee Unless this is an Education only request* please enclose a fee of £10**. Cheques should be made payable to The Moray Council

Proof of identity (at least one of the following)

Passport Birth certificate Driving licence

*Fees for an Education subject access request are dependant 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 3.

5. 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 _____