

Application for Subject Access to Data Held by Norfolk County Council

How to complete this form

Under the General Data Protection Regulation and the Data Protection Act 2018, Norfolk County Council is entitled to ask reasonable questions to understand and identify the information you are looking for and ensure you receive the correct information.

We must also make sure that you are who you say you are with a proof of identity, such as a copy of your passport, birth certificate or other official document bearing your signature. We also need to see proof of your current address. This can be a copy of your driving licence or utility bill for example.

Please answer the following questions and send it with the proof of identity and address to Information Management Compliance team, Norfolk County Council, County Hall, Martineau Lane, Norwich. NR1 2DQ.

To read more about this, visit our website <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/getting-access-to-your-information>

Details of data subject (ie the person whose file you want to see)	
First names:	Surname:
Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth:
Address:	
Postcode:	Daytime telephone number:
If the person has moved house in the last 12 months please give previous address(es):	
If the request is to see another person's data please give the following details:	
I am (name):	
I wish to see any data you hold about the person detailed above (please tick the relevant box):	
<input type="checkbox"/> I am their parent/wife/husband/other (please specify)	
<input type="checkbox"/> I am acting as their agent and I attach proof (please give details – eg solicitor or person with enduring power of attorney)	
Signature of data subject: _____	
I would like my agent detailed above to deal with this application on my behalf.	
I would like to know about:	
I would like the reply to this request to be sent to (please give an address):	
Signature:	Date: