

# Dundee City Council Data Protection Act 1998 Subject Access Request

Please read the guidance notes overleaf prior to completing this form

### Part A

I would like access to the following personal information about me held by the Council:  
*(Please give details of information you wish to obtain)*

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### Part B

Full Name of Applicant:  
*(Please print)*

Address:

Postcode:

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### Part C

I certify that the above particulars are correct and that I am the data subject.

Signed:

Date:

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## Guidance Notes

1. In terms of the Data Protection Act 1998, the City Council is required to notify the Information Commissioner of all processed data held. The City Council notification can be viewed on the Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)
2. Please be specific when completing Part A of the form. The more detail you can give, the quicker our response is likely to be. If you only require information for a specific period, please give the dates. It would also be beneficial if you could specify the department which holds the information (if known).
3. The Council has forty days to respond to this request. This period will not start until the Council has:
  - confirmed your identity
  - received from you any further information necessary to allow a request to proceed
  - received the fee of £10
4. Once completed, return this form, together with a cheque in the amount of £10 made payable to Dundee City Council to the Data Protection Officer, Support Services Department, 21 City Square, Dundee, DD1 3BY.