# **Application for Access to Personal Information held by Slough Borough Council**

**Full Name of Applicant:**

**Current Address:**

**Previous address if less than 5 years:**

**Email Address:**

**Daytime telephone number:**

**Date of Birth:**

Please describe the connection or relationship to the council (e.g. resident, supplier of goods, recipient of a particular service). This will help us identify your data more easily:

Describe below the information you require and from which council departments. Please give as much information as possible including dates, address, names where relevant. This will help when we search our records:

**Complete this section only if you are making the request on behalf of the person described above**

Full Name:

Current Address:

Daytime telephone number :

Why are you making a request on behalf of the person above \*:

**All applicants must sign and date the declaration below**

**I certify that the information given on this form is true**

**Signed Date**

\* If you are making the request on behalf of another person you must enclose with the request a signed authority from them. If you are making the application because the data subject lacks capacity to make the application in their own right please describe above in what way they lack capacity and why you have the authority to make the application on their behalf.

Please return completed form to Data Protection team, Slough Borough Council, Observatory House, 25 Windsor Road, Slough, Berks, SL1 2EL

**Email:** dpa@slough.gov.uk

## Data Protection Statement

Under the Data Protection Act 2018, we are required to inform you of the personal details we hold for you in relation to this activity of processing. Slough Borough Council and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: www.slough.gov.uk/yourprivacy

If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at DataProtectionOfficer@slough.gov.uk

# **Form of Authority for release of data held by Slough Borough Council**

Name:

Date of Birth:

Current Address:

Former address (if applicable):

I hereby authorise – (name)

of (address/organisation)

to obtain information as outlined on the attached form - Application for Access to Personal Information held by Slough Borough Council

Signed Date

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**When disclosing the information we will require proof of address and proof of identity by production of a passport or photo card driving licence.**