



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	Telephone No.
2. Details of request	
Which Clackmannanshire Council Services do you wish to obtain information from? (Please see overleaf for details)	
Service	In connection with
.....
.....
3. Additional information	
.....	
.....	
.....	

3. Additional information (continued)

.....
.....

4. Checklist – Have you enclosed the following?

Fee Unless this is an Education only request*
Please enclose a fee of £10.00**
(Cheques should be made payable to Clackmannanshire Council)

Proof of Identity (at least one of the following):

Passport Birth Certificate
Driving Licence

*Fees for an Education subject access requests are dependant on the number of photocopies required and will 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 Clackmannanshire Council holds about you, on payment of a £10.00 fee.

Signed

Date

This form should be returned in person to any Council Office.