

**Request For Personal Information
held by Hyndburn Borough Council**

Data Protection Act 2018

Your name	
Your address	
Your email address	
Your phone number	
Your date of birth	

Details of the information being requested

Please help us deal with your request quickly and efficiently by giving as much detail as possible about the information you want. Please include details of the service concerned, any reference numbers, relevant dates and the names of staff you dealt with (if known).

Please use another sheet if necessary

Proof Of Identity

Please provide us with evidence of your identity. Ideally we need something with your name and photograph (such as a passport or driving licence), together with evidence of your address (such as recent bank statements, recent utility bills, council tax statement etc). "Recent" means dated within the last 12 months. We may contact you if we need further evidence of your identity.

I have enclosed the following evidence of my identity:

Declaration

I confirm that the information I have provided on this form is true.

I understand Hyndburn Borough Council is not obliged to comply with my request unless they are supplied with the information they reasonably require to satisfy themselves as to my identity and to locate the information I have requested.

I understand that it is a criminal offence to unlawfully obtain, or attempt to obtain, personal information and that I may be liable to prosecution if I do so

Name Signature Date

Send this completed form to:

Data Protection Officer
Hyndburn Borough Council
Scaitcliffe House
Ormerod Street
Accrington
BB5 0PF

Or email it to:

DPO@hydnburnbc.gov.uk

Data Protection – The information included on this form will be used for the purpose of handling your subject access request and will not be kept longer than is necessary to do so.