

HIGHER HURDSFIELD PARISH COUNCIL - ACCESS REQUEST FORM

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NAME OF REQUESTER		
EMAIL ADDRESS		
PHONE NO.		
POSTAL ADDRESS		
DATE REQUESTED		
IS THE REQUEST MADE UNDER THE DATA PROTECTION LEGISLATION	YES	NO
DATE REQUEST TO BE COMPLETED BY (1 month from request date)		
EXTENSION TO HE DATE OF REPLY REQUESTED (2 months max, if requested within one month from the date of the original request)	YES	NO
EXTENSION DATE advised to the subject requester and method of contact		
IDENTIFICATION MUST BE PROVEN FORM THE LIST BELOW. CURRENT UK/EEA PASSPORT UK PHOTO CARD DRIVING LICENCE, FULL OR PROVISIONAL EEA NATIONAL IDENTITY CARD FULL UK PAPER DRIVING LICENCE STATE BENEFITS ENTITLEMENT DOCUMENT STATE PENSION ENTITLEMENT DOCUMENT STATE/LOCAL AUTHORITY EDUCATIONAL GRANT DOCUMENT HMRC TAX NOTIFICATION DOCUMENT DISABLED DRIVER'S PASS FINANCIAL STATEMENT ISSUED BY BANK, BUILDING SOCIETY OR CREDIT CARD COMPANY UTILITY BIL FOR SUPPLY OF GAS, ELECTRIC, WATER OR TELEPHONE LANDLINE A RECENT MORTGAGE STATEMENT A RECENT COUNCIL TAX BILL/DEMAND OR STATEMENT TENANCY AGREEMENT BUILDING SOCIETY PASSBOOK WHICH SHOW A TRANSATION IN THE LAST 3 MONTHS AND THEIR ADDRESS.		
VERIFICATION SOUGHT THAT THE SUBJECT ACESSE REQUEST IS SUBSTANTIATED	YES	NO
VERIFICATION RECEIVED	YES	NO
VERIFICATION IF THE COUNCIL CANNOT PROVIDE THE INFORMATION REQUESTED.	YES	NO
IS THE REQUEST EXCESSIVE OR UNFOUNDED?	YES	NO
REQUEST TO BE ACTIONED	YES	NO
FEE TO BE CHARGED (subject access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	YES	NO
IF THE REQUEST IS TO BE REFUSED, ACTION TO BE TAKEN AND BY WHOM		

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CHANGES REQUESTED TO DATA/ OR REMOVAL

COMPLAINT PROCESS

COMPLETION DATE OF REQUEST

DATE COMPLAINT RECEIVED BY REQUESTED AND DETAILS OF THE COMPLAINT

DATE COMPLAINT COMPLETED AND OUTCOME

CATAGORIES OF DATA TO CHECK

DATA	CHECKED CORRECTE D	ACTIONE D BY
HR		
DEMOCRACY		
STATUTORY FUNCTION		
LEGAL		
BUSINESS		
LEGAL REQUIREMENT		
GENERAL DATA		
CONSULTATION DATA		

