**ALVECHURCH PARISH COUNCIL**

**Subject Access Request Form**

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| Process to Action | | |
| Name of requester  ***(Method of communication)***  Email Address  Phone number  Full Postal Address | | |
| Date Subject Access Request made | | |
| Is the request made under the Data Protection Legislation | Yes | No |
| Date Subject Access Request action to be completed by  (One month after receipt time limit) | | |
| Extension to the date of reply requested  ( An extension of another two months is permissible provided it is communicated to the subject within the one month period) | Yes | No |
| Extension date advised to the Subject Requester and method of contact | | |
| **Identification must be proven from the below list:**  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  HMRC Tax Credit Document  Local Authority Benefit 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 bill 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 shows a transaction in the last 3 months and their address | | |
| Verification sought that the Subject Access request is substantiated | Yes | No |
| Verification received | Yes | No |
| Verification if the Council cannot provide the information requested | Yes | No |