

**Request for Details of**

**Personal Information Held - Part I**

Our reference: DPA \_\_\_\_\_\_\_\_\_\_\_\_

Please fill in the form as fully as possible. The Council can only provide information that it has recorded.

 **BLOCK CAPITALS PLEASE**

1. **Details of the person on whom information is being requested.**

Full nameDate of Birth

 Previous name if applicable

 Present Address

 Post Code

 Email: Telephone No:

**2. Details Required**: it will help us to make a quicker response if you can specify the information and the period for which it is required. If you are uncertain as to the details you require, please try to name the service of the Council that you think is most likely to hold the information.

**Period of time to be searched**

IMPORTANT: If the person at paragraph 1 has lived at other addresses during this period please give details on a separate sheet.

 **Please state which Council service you require your personal records from, eg. Council Tax, Benefits, Planning etc. Please let us know if you are looking for something specific and/or which of your files you are seeking** (Continue on a separate sheet if necessary)

**3. Are you completing this form to ask for information:**

 **a)** About yourself No / Yes please go to Q8

 **b)** On behalf of someone else No / Yes answer Q4 – Q8

**4. If you are acting on behalf of another person please provide YOUR Name and Address.**

 Full name

 Address

 Post Code Tel.No. …………………………………..

**5. What is your relationship to the person you are requesting information for?**

1. **Epsom & Ewell Borough Council Employees *ONLY***

If the person at paragraph 1 above has been employed by Epsom & Ewell Borough Council please give the following details if you know them.

 Department employed in

 Payroll reference no. National Insurance No

 Employment dates From To

**7. Proof of authority.**

If you are asking for information about someone else you must provide written evidence that you have the authority to act on behalf of that person. This must be the original not a photocopy e.g. proof of guardianship; power of attorney. If you do not have this, you may want to contact your solicitor about it.

1. **Proof of identity**

 We must also be able to verify who you are. You must include proof of identity (such as a driving license, government identification card, ID card (such as union membership)) and proof of residency (current benefits or pension statement, current rent statement or tenancy agreement, recent utility bill with your name on). Your proof of ID and proof of residency should be included with this form.

This must be provided for the person about whom information is required **and** the person making the request if they are different. All documents will be returned to you as quickly as possible.

The personal information you provide on this form will only be used by the Council for the purpose of locating any information that you are requesting access to. By signing this application form you are consenting to us using information provided for this purpose. After completion the information will be retained for a period of 3 years.

**Signature Date**

**Sign and return this form, evidence of identity, and evidence of authority (if applicable) to the address below:**

Freedom of Information Officer, Legal Department,

Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom KT18 5BY

**For Official use only**

Application No Date Received

Proof of Identity Proof of Authority