

How to Make a Request for your Information to the Peak District National Park Authority

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. We will also provide you with information about any processing of your personal data, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of the receipt of the following:

- Your written request; or
- Any further information we may ask for so that we can meet your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and for responding to your request. You are not obliged to complete this form in order to make a request, but doing so will help us to process your request quickly.

Section 1: Details of the person requesting the information

Full Name:

Address:

Contact Telephone number:

Email address:

Section 2: Are you the data subject

Please tick the appropriate box and read the instructions which follow it

- Yes:** I am the data subject. I enclose proof of my identity (see below)
(please go to Section 4)
- No:** I am acting on behalf of the data subject. I have enclosed written authority and proof of the data subject's identity and my own identity (see below)
(please go to Section 3)

To ensure that we are releasing data to the right person we ask that you provide us with proof of your identity together with your address. Please let us have a

photocopy or scanned image (**please do not send originals**) of one of the following:

- Passport, photo driving licence, birth certificate, utility bill, current TV licence, council tax bill, bank or credit card statement.

If the proof of identity also contains your address then we will only need one document, if not then please provide two.

We reserve the right to refuse your request if we cannot satisfy ourselves that you are who you claim to be.

Section 3. Data subject's details

Full Name:

Address:

Contact Telephone number:

Email address:

Section 4. What information are you looking for?

Please describe the information you are looking for. Please provide any relevant details you think will help us to locate the information– for example the service(s) that might have information (such as Planning, Finance, Human Resources), approximate dates/years of contact, contact names

Use this space to describe the information you are looking for:

Please note that if the information you request reveals details about another person we will need to ask the individual(s) if they give consent to release the information to you. In certain circumstances, where disclosure would have a detrimental effect on the individual(s), we may not be able to disclose the information, in which case you will be informed promptly and given full reasons for the decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However we will make every effort to provide you with a reasonable form of access or summary of the information if appropriate.



Section 5: Declaration

I confirm that I have read and understood the terms of this subject access form and certify that the information given is accurate. I understand that it is necessary for the Peak District National Park Authority to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... **Date**

Please check that you have completed the form and enclosed the relevant information:

Please send your completed form with enclosures to:

Data Protection Officer
Peak District National Park Authority
Aldern House
Baslow Road
Bakewell
Derbyshire
DE45 1AE