

STOKE ORCHARD AND TREDINGTON PARISH COUNCIL
Stoke Orchard Community Centre, Armstrong Road, Stoke Orchard, Glos. GL527SB
Email: stokeorchardpc@gmail.com

Adopted by Stoke Orchard and Tredington Parish Council on 4 September 2018
To be reviewed annually – next review May 2019

Subject Access Request Form

Subject Access Request Form, requiring disclosure of personal information believed to be held by Stoke Orchard and Tredington Parish Council

Details of the data subject:

Title (Mr. Mrs. Miss. Ms. Other):	
Surname:	
First name(s): .	
Address:	
Post Code: .	
Telephone No:	Mobile No.
Email: .	

Before we can process this application and in order to ensure that we give information only to the correct person, we will need you to provide, in person, original evidence to prove your identity, e.g. a valid photo ID driving licence or passport **and** an original, recent utility bill, bank statement or council tax bill showing your name and address. We will not retain copies of this information.

Please read the following declaration carefully, then sign and date it:

I certify that the information supplied to Stoke Orchard and Tredington Parish Council on this application form is true.

I understand that it is necessary for the Council to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Name:

Signature:

Date:

Please email or send to the Clerk to the Council to arrange an appointment for you to provide original evidence to prove your identity and submit your application – email: to stokeorchardpc@gmail.com OR send to Stoke Orchard Community Centre, Armstrong Road, Stoke Orchard, Glos. GL52 7SB