

## Asking for a copy of my information

If you want a copy of information that the Council holds about you, please use this form.



### Section 1 – About me

**Name:** ..... **Surname:** .....

**Date of Birth:** ..... / ..... / .....

**Address:**

.....

..... **Post code:** .....

Any other first name or surname you have been known by: .....

Any previous home addresses: .....

**Contact Details** - please tick which one you would prefer us to contact you by;



.....



.....

Home address (as above)





## Section 3 – My ID

Before we can deal with your request we need to know who you are.

We will need 1 copy of any of the documents listed below;

- Your passport
- School bus pass
- A birth certificate
- Anything else that has your name on it, and if possible your photo

We do not need the original document, a copy will do, you could forward this to our email address [Information.Management@rctcbc.gov.uk](mailto:Information.Management@rctcbc.gov.uk)



## My signature

- I confirm that the information I have given is correct.
- I am happy for the Council to contact me if they have any questions about my request.
- I understand that I will only get a copy of **my** information.

Signature: .....

Print Name: .....

Date: .....



## Sending the form back to us

**This form and your ID must be completed and returned to:**

Information Management Team  
Rhondda Cynon Taf CBC  
Rhondda Fach Leisure Centre  
Tylorstown  
CF43 3HR

Or email [Information.Management@rctcbc.gov.uk](mailto:Information.Management@rctcbc.gov.uk)