



Rhondda Cynon Taf County Borough Council

Subject Access Request form – Individual

Please complete all sections using **BLOCK CAPITALS**

Please complete this form should you wish to make a request to access your personal information.

Section 1 Details of the Applicant (ie the person whose information is requested)

Title:

Forenames:

Surname:

Former / Maiden name:
(If relevant to the information covered by the request)

Date of birth:

Address:

Previous address:
(if relevant to the information covered by the request)

Please provide us with the following details so that we may contact you should we require further information to deal with your request:

Telephone no:

E-mail:

Please indicate which would be your preferred method of contact:

Post Tel E-mail

Section 2 The request

To help us facilitate the request, please describe below what information you require:

To enable us to retrieve the information, please provide us with as much of the following information as you can:-

Do you know which Department holds this information and /or the names of any member of staff that you have had contact with?

Please provide us with any reference numbers that might be relevant eg Council Tax account no :

Any dates that might be relevant:

Any other information that might be relevant to this enquiry:

Section 3 Declaration

Please sign to confirm that;

- I certify that the information given on this form is correct.
- I understand that the Council may require further information from me in order to facilitate my request
- I also understand that if the information I am requesting contains information relating to other individuals, the Council may need to contact third parties who may be affected by the disclosure of information.

Signature:.....

Print Name:.....

Date:.....

Returning this form

This form must be completed and returned to:

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