

SUBJECT ACCESS REQUEST FORM – REQUESTS MADE BY DATA SUBJECTS

1.	Your name (<i>in full</i>)	
2.	Your address	
3.	Post Code	
Your contact details		
4.	Daytime Tel. No.	
5.	Evening Tel. No.	
6.	Mobile Tel. No	
7.	Email	
Please provide a copy of the following		
8.	Your driving licence or passport or other document showing your name and signature (e.g. EEA member state identity card)	[]
9.	A recent bill (e.g. credit card bill, bank statement or utility bill) or insurance document (e.g. house or car insurance certificate) showing your name and address	[]
Please provide a description of the personal data you are requesting and any information you have as to the location of the data (e.g. describe any Service Units or parts of the Council with whom you communicate or have dealings as appropriate)		
10.		
Please sign this form, check the information you have provided and ensure that you have attached the identity evidence		
11.		
<p>Then send everything to The Data Protection Officer, Burnley Borough Council, Town Hall, Manchester Road, Burnley BB11 9SA</p> <p>DataProtection@burnley.gov.uk</p>		