

# Darenth Parish Council

## Subject Access Request form

The information requested below is to help us verify your identity and locate any data held about you.

### Section 1: About yourself

Surname/Family name:	
Title:	
Forename(s):	
Maiden/former names:	
Current address:	
Current postcode:	
Date of birth:	
Place of birth (town and country):	
Gender (male or female):	
Telephone number*:	
Email address*:	

\*A telephone number and email address will be helpful in case we need to contact you about your request

**Section 2: Data sought**

Please advise what information you require:

**Section 3: Contact with Darenth Parish Council**

If you would like copies of CCTV recordings, please complete the section below.

Date(s) of recording(s):	
Time(s) of recording(s):	

**Section 4: Proof of your identity**

To establish your identity, please provide two identity documents. Between them, these identity documents must prove:

- your name
- your date of birth
- your current address

You could, for example, include a copy photo card driving licence, a birth/adoption certificate, or a passport to prove your name and date of birth, and a utility bill or official document (issue no longer than three months ago) to prove your current address. Please note, a driving licence cannot be used as proof of address.

**Section 5: Declaration (to be signed by the applicant)**

I certify that the information I have provided within this form is correct, and I am the person to whom it relates.

Signed:	
Print name:	
Date:	

When completed, please submit this form together with your identity documents to the following address:

Darenth Parish Council  
Council Offices  
Ladywood Road  
Darenth  
Kent  
DA2 7LL  
T: 01474 707030

Alternatively, this form can be submitted via email to the following email address: [darenthparishcouncil@btinternet.com](mailto:darenthparishcouncil@btinternet.com)

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**For office use only**

Date request received:
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Date request processed:
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