

MID SUSSEX DISTRICT COUNCIL

Data Protection Act 2018 - Guidance Notes - Form DPSA2

These notes are provided to assist an individual requesting a copy of personal data held about them by Mid Sussex District Council in completion of the application form.

1. Complete personal details as requested. Former name and address need only be given if a change has occurred within the last 12 months.
2. Please provide as much information as you can to identify your particular area of interest. Other supporting information identifying where the data may be held, any relevant references, e.g. letter reference, creditor number etc. are requested to assist location of your information so that you can be given a copy of the personal data held.
3. Proof of identity is essential to ensure that the information is only given to the correct person. Please indicate which documents are enclosed with your application. These should be either your passport or your driving licence, along with a utility bill. Copies of these documents are acceptable as long as they have been verified. (Your bank or a solicitor, can usually verify a copy of your documents for you, they must sign, date and stamp the copies). If attending the Council Offices in person, we can copy your documents at reception, thereby avoiding sending documents through the post.
4. The application form should be signed by the applicant. Where an authorised representative signs the application form, a written authorisation from the applicant giving the representative access to the information held must be supplied.
5. On receipt of your request and accompanying documents, we will issue a confirmation letter, notifying the date of receipt. A full reply with all data that we hold, will be issued as soon as is possible, and in any case within 30 calendar days.