

**Earley Town Council
Subject Access Request Form**

A Subject Access Request (SAR) is a written request made by or on behalf of an individual to find out what information is held on them and to verify how it is being used. You will be provided with a response to your request within one month, however in complex cases the response time will be two months.

You will be required to provide proof of your identity (see attached details)

There are no fees or charges for the first request, but additional requests for the same data or request which become unfounded or excessive may be subject to an administration fee.

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| **Part 1 - Person Details**(The person who is making the request) |
| First Name |  |
| Last Name |  |
| Previous name if applicable |  |
| Full Postal Address |  |
| Phone number |  |
| Email address |  |
| DOB |  |

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| **Part 2 - Service Area** |
| Please tell us where you believe we may hold the information you have requested (e.g., Allotments, Burials, Hall Hire, Sports Facilities etc.) |

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| **Part 3 - Details of information you are requesting** |
| Please tell us as much as you can about the specific information you are requesting - where possible include reference numbers, dates, names of staff, etc.  |

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| **Part 4 - Why are you requesting this information?** |
| Tell us why you are requesting the information – you are not obliged to tell us, but it can help the request if we know why |

**Part 5 - Declaration**

Delete as appropriate: -

I am the person named in part 1 that the information request is for YES / NO

I am making this request on behalf of someone else YES / NO

**Please be advised that if your request is on behalf of someone else you will need to provide us with proof that you are authorised to make the request on their behalf and provide us with their details.**

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| Signed |  |
| Date |  |

If further information is required, we may need to contact you using the details you have provided.

Please return your completed form to: - Town Clerk, Earley Town Council, Council Offices, Radstock House, Radstock Lane, Earley, Reading, RG6 5UL or by emailing to: -
townclerk@earley-tc.gov.uk

**The following forms of identification will be accepted: -**

* Current UK/EEA Passport
* UK Photocards Driving Licence (Full or Provisional)
* EEA National Identity Card
* State Pension Entitlement Document \*
* State Benefits Entitlement Document \*
* HMRC Tax Credit Document \*
* Local Authority Benefit Document \*
* State/Local Authority Educational Grant Document \*
* HMRC Tax Notification Document
* Disabled Drivers Pass
* Financial Statement issued by bank or building society or credit card company \*\*
* Judiciary Document such as Notice of Hearing, Summons or Court Order \*\*
* Utility bill for supply of gas, electric, water, telephone \*\*
* Most recent Mortgage Statement
* Most recent Council Tax Bill/Demand or Statement
* Tenancy Agreement
* Building Society passbook which show a transaction in the last 3 months and the requesters address

\*These documents must be dated within the last 12 months

\*\*These documents must be dated within the last 3 months