



Working in partnership

DATA PROTECTION ACT 1998

SUBJECT ACCESS REQUEST FORM

Please provide the following details about yourself

Full Name	
Address	
Tel No	Email
FEE A fee of £10 is payable for each application for information. Please enclose a cheque or postal order made payable to Hull Culture and Leisure Ltd.	
1. Are you requesting information about yourself? If so, you are the data subject and documentary evidence of your identity is required, ie. driving licence, birth certificate or passport and a stamped addressed envelope for returning the document. (Please go to 3 below.) If not, please supply the written consent of the data subject and supply their details as follows:	
Full Name	
Address	
Tel No	Email
2. Please briefly explain why you are requesting this information rather than the data subject.	

3. Please describe the information you seek together with any other relevant information to help us identify the information you require.

ALL APPLICANTS MUST COMPLETE THIS SECTION

(PLEASE NOTE THAT ANY ATTEMPT TO MISLEAD MAY RESULT IN PROSECUTION)

I _____ confirm that the information given on this application form to Hull City Council is true, and I understand that they may need more information to confirm my identity/ that of the data subject and to locate the information that I am requesting.

Signature _____

Date _____

Please return the completed form to Hull City Archives at Hull History Centre, Worship Street, Hull, HU2 8BG (email: hullhistorycentre@hcandl.co.uk) along with the following:

- a) evidence of your identity(ies)
- b) Evidence of the data subjects identity (if different from (a))
- c) **Payment should accompany the request and can be made by:**
 - Cheques, made payable to *Hull Culture and Leisure Ltd.*
 - By telephone (**01482 317500**) Credit/debit card payments using either Mastercard, Visa, Maestro, Switch / Visa Debit or Solo. **Please do not send credit card details by e-mail.**
 - Overseas payment can also be made in pounds sterling by International Money Order or by a cheque drawn on a British bank.
- d) Stamped addressed envelope for return of proof of identity/authority document.

Whilst Hull City Council must respond to your request for information within 40 days, please note this time period does not begin until all of the above have been received.

If you need any assistance to complete the form or any questions about the process then please do not hesitate to contact the Archivist on 01482 317500