

CLOPTON PARISH COUNCIL

SUBJECT ACCESS REQUEST

Under the General Data Protection Regulation (GDPR) which comes into effect in the UK on 25th May 2018, an individual has the right to request their personal data be provided to them in a machine readable portable format, free of charge. Individuals also have the right to have their personal data corrected if it is inaccurate or incomplete.

Any individual who wishes to exercise this right should do so by providing the following information. Before any information is released, proof of identity will be required in the form of TWO official documents that show your name, date of birth and current address. A photocopy of your passport or driving licence, or an original utility bill that is less than 6 months old will be acceptable.

Please note that the Council will respond within 1 calendar month after receipt of request.

Name:	
Address:	
Postcode:	
Telephone:	
Information requested:	

NB: GDPR states that the Council may refuse requests that are manifestly unfounded, excessive or repetitive.

Signed:

Date:

Please send your request to:

Clopton Parish Council Data Controller
1 Hillside Cottages, Birds Hill
Clopton
Woodbridge
Suffolk
IP13 6SF

Or email to: cloptonpc@gmail.com