



# NORWICH City Council

## Data Subject Access Application Form

Under the terms of the Data Protection Act 1998, an individual is entitled to ask the Council for the personal information it holds about him/her.

### PERSONAL DETAILS:

Full Name:

Address:

Postcode:

Telephone No:

Date of Birth:

National Insurance No:

### Data Subject Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with access to the personal data held about me.

I confirm that I am the above named individual.

**Signed**

**Date**

**There is a £10 fee for a Data Subject Access Request. Please make the cheque payable to Norwich City Council.**

**Please return the completed form to Norwich City Council, City Hall, Norwich, NR2 1NH**