

**BUCKFASTLEIGH TOWN COUNCIL
REQUEST FOR YOUR PERSONAL INFORMATION
UNDER THE
DATA PROTECTION ACT 1998**

Your request is called a "Subject Access" request and must be made in writing. A £5.00 fee is applicable and must be enclosed with this application.

NAME.....

ADDRESS.....

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DESCRIPTION OF THE INFORMATION YOU WISH TO OBTAIN

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Please note that the Council is not, by law, obliged to comply with a Subject Access request on the basis of "What does the Council hold about me" The Council does not have to respond to broad requests for information.

When the Council receives your request, we must respond within 40 calendar days of the date your application is received.

Information which identifies other people will not be released, unless they have given their permission.

The Council is permitted to withhold information if it falls under one of the exemptions in the Act and is not obliged to respond to vexatious or repeated requests.

YOUR SIGNATURE.....