
GUIDANCE NOTES

General

1. **Personal details:** Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses with dates. Use a separate sheet of paper if required.
2. **Details of the information you require:** You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. You should also give any relevant reference numbers that might be used for you. These details are required to assist location of your information so you can be given a copy of everything held about you, as required by the Act.
3. **Proof of identification:** Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation, for example, a recent utility bill, bank statement (photocopies are not acceptable) showing your name *and* address. In some cases additional details such as a passport or photo ID driving licence may be required due to the sensitive nature of information held.
4. **Keep your documents secure:** Always send important documents by recorded / special / registered delivery as appropriate. Ashover Parish Council cannot be held liable for items lost in the post.

If you have any questions relating to identification requirements or any other aspect of a subject access request, you can email us at 01246 863018 parishclerk@ashover-pc.gov.uk or telephone us on 01629 761245.