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Preston  
PR1 8UY

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info@communitygateway.co.uk

## **DATA PROTECTION ACT 1998 : SUBJECT ACCESS APPLICATION**

Please complete in **BLOCK CAPITALS** and return it to the address above for the attention of the **Data Protection Officer** with the Fee of £10.00.

### **Part 1.**

Please try and supply us with as much information as possible so that we can get the information to you in the shortest possible time.

### **Please give details of any specific information you wish us to supply**

Don't worry if you can't supply the reference number just state in the space below what information you require.

E.g. I would like information about my rent account.

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**Your full name** Include below any former names if appropriate e.g. your maiden name

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**Your address**

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**Post code**

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**Tel. no**

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**Note** You do not need to provide your telephone number but it can help us if we need to contact you because we are unsure of the information you need.

If you would like somebody else to apply for information for you, we need your permission for that person to act as your agent. That person could be anybody you choose e.g. husband, wife, friend, solicitor.

We take great care not to send personal information to the wrong person; therefore we would like both you and your chosen agent to complete **Part 2 and Part 3** of this form. If you are applying for yourself please go to **Part 3**.

**Part 2.**

**Agent's full name**

\_\_\_\_\_

**Agent's address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Post code**

\_\_\_\_\_

**Tel. No.**

\_\_\_\_\_

**I declare that I am the authorised agent of the applicant and make this request on their behalf.**

**Signed**

\_\_\_\_\_

**Dated**

\_\_\_\_\_

**Part 3.      Applicant:**

Please delete as appropriate:

- \*      **I, the applicant give permission for the person named above to make this request on my behalf**
  
- \*      **I, the applicant request the above information**

**Signed**

\_\_\_\_\_

**Dated**

\_\_\_\_\_