



APPLICATION TO ACCESS PERSONAL INFORMATION HELD BY LINKAGE COMMUNITY TRUST ON LINKAGE TRUST INFORMATION SYSTEMS

DATA PROTECTION ACT 1998 (Section 7(1))

These notes explain how you can find out what information, if any, is held about you on Linkage Community Trust's information systems.

YOUR RIGHTS

Subject to certain exemptions, you have a right to be told whether any information is held about you and a right to a copy of that information. Linkage Community Trust will only give that information when they are satisfied of your identity. They do not have to give you any information identifying someone else, unless that person agrees. If you think that information might be held about you, which may identify another person, you may want to get that person's agreement to you being given information and send it with your application.

FEE

Payment must be in pounds sterling to the value of £10. Cheques etc., should be made payable to:

'Linkage Community Trust'

If you require access to other information that may be held about you on any other system please contact the Data Protection Officer at Linkage Community Trust for further assistance or view the data protection page on their website. This will enable the Trust to coordinate your request and to ensure that you only pay the maximum £10 fee for the information.

THE APPLICATION FORM

- Section 1** asks you to give information about yourself, which will help Linkage Community Trust to confirm your identity. They have a duty to ensure that information they hold is secure and they must be satisfied that you are who you say you are.
- Section 2** asks you to provide evidence of your identity by producing copies of official documents with your application.
- Section 3** Linkage Community Trust information request. Please be as specific as possible about what information you require; the more details of dates, locations, etc. provided will assist us in locating the correct information.

When you have completed the form please send it with the required documents and fee to:

**THE DATA PROTECTION OFFICER
LINKAGE COMMUNITY TRUST
WEELSBY ROAD
GRIMSBY
DN32 9RU**

SECTION 1

ABOUT YOURSELF

The information requested below is to help Linkage Community Trust (a) satisfy themselves as to your identity and (b) find any data held about you.

PLEASE USE BLOCK LETTERS AND BLACK INK

Title (tick box if appropriate) Mr. Mrs. Miss Ms

Other title (e.g. Dr. Rev., etc.)

Surname/family name

First names

Maiden/former names

Sex (tick box) Male Female

Date of birth

Place of birth Town

County/Country

Height

Home Address

Post Code Tel. No.

A telephone number will be helpful in case you need to be contacted.

If you wish to receive your reply by email please provide the details below. You can only provide one email address. We will use it to contact you regarding your application and to send you your disclosure.

I have read the above and confirm that I wish to receive my Subject Access disclosure by email.

Email address:

If you have lived at the above address for less than 10 years please give your previous addresses for that period below. Continue on another piece of paper if you need to.

Previous address(es)

Dates of Occupancy From To

SECTION 2

PROOF OF IDENTITY

To help establish your identity two different copies of official documents, which between them clearly show your name, date of birth and current address, must accompany your application.

For example, driving licence, medical card, birth/adoption certificate, passport or any other official document, which shows your name and address.

DECLARATION TO BE SIGNED BY THE APPLICANT

The information which I have supplied in this application is correct, and I am the person to whom it relates.

Signed by: Date:

Warning - a person who impersonates or attempts to impersonate another may be guilty of an offence.

OFFICE USE ONLY

TO BE COMPLETED BY THE INDIVIDUAL RECEIVING THIS APPLICATION.

Fee Paid £

Receipt Number

Method of Payment

Signature: Date Received:

Application checked and legible? Yes/No

Identification documents checked? Yes/No

Details of documents:

Documents returned? Yes/No

INDIVIDUAL COMPLETING THIS SECTION:

Name.....

Date.....

Signature.....

SECTION 3

TO HELP US FIND YOUR INFORMATION

PLEASE STATE WHAT INFORMATION IS REQUIRED:

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MORE INFORMATION

These notes are only a guide. The law is set out in the Data Protection Act 1998 available from H.M.S.O. Further information and advice may be obtained from:

**Information Commissioner
Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF**

Tel: 0303 123 1113 (or 01625 545745 if you would prefer not to call an '03' number, or +44 1625 545745 if calling from overseas)

*Please note that this application for access to information must be made direct to **LINKAGE COMMUNITY TRUST** and not the Information Commissioner*