

**Subject Access Request Form**

Any individual is entitled to obtain from Thame Town Council:

* Confirmation as to whether Thame Town Council is processing any personal data about you;
* Access to that personal data;
* Any related information.

To make a request please specify in the box below the information that you would like to obtain.

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Name…………………………………………………………………………………………….....

Address……………………………………………………………………………………………..

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Please submit this completed form to Thame Town Council for your identity to be verified. In order to release any information Thame Town Council will need to see two documents providing proof of your identity, one in the form of a current passport or photo ID driving licence, and the other a current utility bill, council tax bill or bank statement showing your home address.

Thame Town Council is required to respond to you within 30 days of receipt of this form.

**Thame Town Council, Town Hall, High Street, Thame, Oxon., OX9 3DP**

**Tel 01844 212833,** **info@thametowncouncil.gov.uk**

Thame Town Council regards your privacy as important and any personal information you give to us will be used in accordance with the law. Please read our privacy notice at [www.thametowncouncil.gov.uk/privacy](http://www.thametowncouncil.gov.uk/privacy).  A hard copy document can be provided.

By signing this Form, you are agreeing that Thame Town Council can hold and process your personal data, as provided on and with this Form.

Signature………………………………………………… Date………………………………