

Raglan Community Council

DATA PROTECTION

Please read the following before submitting an application:

- Raglan Community Council cannot release personal information without verifying the identity and authority of the person making the request.
- When making an application on behalf of a person who is unable to understand the subject access request process, you must do so with their best interest only in mind.
- Raglan Community Council reserves the right to refuse a request if the release of personal information to another party is believed not to be in the best interest of the data subject.
- Raglan Community Council respects your right to privacy and is committed to protecting it in accordance with the Data Protection Act 1998 The Council will use the details on this form to process your request.
- Raglan Community Council's clerk may hold relevant information will be provided with this information to help them locate and review your information.
- Raglan Community Council will contact other people referenced in your information may be contacted to request their consent to disclose their information to you.
- In some circumstances Raglan Community Council may need to forward personal details provided by you in your application to third party agencies in order to obtain permission to release information relating to them.
- By completing and submitting an application you consent to Raglan Community Council sharing your information with relevant third parties unless otherwise indicated.
- The 40 day period in which Raglan Community Council is required to respond to your request under the Act will not commence until your identity and authority (if applicable) have been validated by a third party/ies.

Proposed by Cllr:

Seconded by Cllr:

Date: