

**GENERAL DATA PROTECTION REGULATIONS – SUBJECT ACCESS REQUEST FORM**

Any individual is entitled to obtain from Totnes Town Council:

* Confirmation as to whether Totnes 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. Please bring this form to the Council for your identity to be verified.

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

Address……………………………………………………………………………………………………

Please sign here …………………………………………………Date………………………….

In order to release any information Totnes Town Council will need to see two documents giving evidence of your identity, one in the form of a current passport or driving licence or other photo identification, and the other a utility bill, vehicle registration document, bank statement or rent book.

Totnes Town Council is required to respond to you within 30 days of the above date.

**Totnes Town Council, The Guildhall Offices, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH  
Tel 01803 862147,** [**administrator@totnestowncouncil.gov.uk**](mailto:administrator@totnestowncouncil.gov.uk) **,** [**www.totnestowncouncil.gov.uk**](http://www.totnestowncouncil.gov.uk)