

Application under the General Data Protection Regulation 2018 for personal information held by Nottingham City Council

Please visit Nottingham City Council's website for further details on requesting information, or contact the Information Compliance Team on:

Tel: 0115 8763855

Email: data.protection@nottinghamcity.gov.uk

Your Details						
* indicates required field						
Title (please tick one)	Mr	Mrs	Miss	Ms	Other (please specify):	
First Name(s)*						
Last Name*						
Date of Birth*						
Current Address*						
Telephone						
Email						
Previous names						
Previous Addresses						

Before we can progress your request, we need some information from you to establish your identity. We do this to ensure everyone's right to privacy. Once we receive your written request, we will tell you what we need from you.

We have 1 month to respond to your request, however, this period does not start until we have received the required information from you. Once we receive this, your request becomes valid and we can progress your case.

Should your request involve us having to conduct an extensive search for your information, and/or look extensively at a high volume information, then we can extend our response time to 3 months. If this is the case, we will let you know about this in writing.

You will be provided your information in an electronic format via a secure email link or an encrypted CD. Please tell us if you need the information in a paper copy. All information on how to access your information will be supplied to you at the point of disclosure.

Declaration

I confirm that I am the above named person and that I wish Nottingham City Council to supply me with the following information.

Please include as much detail about your request as possible. Often the more you are able to tell us about, the greater the amount of information we will be able to locate and disclose to you.

Details of information required:

Signed -

Date -

Please send all completed forms and supporting documentation to:
**Information Compliance Team, Nottingham City Council,
Loxley House, Station Street, Nottingham, NG2 3NG**

Or email: data.protection@nottinghamcity.gov.uk