



Access to Your Information

Your Rights

You have a right under Section 7 of the Data Protection Act 1998 to be told whether any information is held about you and a right to receive a copy of that information (subject to exemptions), providing that you put your request in writing, enclose proof of your identity and explain what information you are requesting.

Devon County Council

Devon County Council may deny access to information where the Data Protection Act allows.

Devon County Council is not permitted to disclose any information which identifies another person, unless that person agrees or if it is reasonable to override refusal of consent. If you think that the information you want identifies someone else, you may wish to obtain their written permission for the release of their information and enclose it with your completed application form.

The Application Form

Section 1: Asks you to give information about yourself which will help Devon County Council to confirm your identity. We have a duty to ensure that the information we hold is secure so we must be satisfied that you are who you say you are.

Section 2: Asks you to provide evidence of your identity by producing TWO official documents (which between them show your name, date of birth and current address). Photocopies are preferred.

Section 3: You must indicate which particular department you want to request your information from and what type of information you are looking for.

Section 4: Must be signed by you or someone authorised on your behalf.

When you have completed and checked this form, send it together with copies of the required identification to:

**Strategic Intelligence, Devon County Council, Room L10, County Hall
Topsham Road, Exeter, Devon, EX2 4QD**

COMPLETE THIS SECTION AS FULLY AS POSSIBLE

Section 3: Information Requested

What directorate do you think your information is held in?

Children & Young People's Services	
Name of Contact(s) (if applicable)	
Dates of Contact (if applicable)	From: To:

Adult & Community Services	
Name of Contact (if applicable)	
Dates of Contact (if applicable)	From: To:

Environment, Economy & Culture	
Name of Contact(s) (if applicable)	
Dates of Contact (if applicable)	From: To:

Personnel & Performance	
Name of Contact (if applicable)	
Dates of Contact (if applicable)	From: To:

Health & Wellbeing at Work	
Name of Contact (if applicable)	
Dates of Contact (if applicable)	From: To:

Chief Executives	
Name of Contact (if applicable)	
Dates of Contact (if applicable)	From: To:

Finance, IT and Trading Directorate	
Name of Contact (if applicable)	
	From: To:

Continued overleaf

