

# Personal Data Request Form

## Data Protection Act 1998



The Data Protection Act 1998 gives you rights to access information that ANCHO holds about you.  
Further information is available at [www.ancho.co.uk](http://www.ancho.co.uk).

### PART A – PERSONAL DETAILS

1. Are you making a request for information on your own behalf?

|  |  |
|--|--|
| Yes <input type="checkbox"/> ► Please go to <b>Section 2</b> | No <input type="checkbox"/> ► Please complete <b>Section 3</b> |
|--|--|

2. Please complete the following section

|   |
|---|
| <b>Name</b> (Please include any previous names) |
| <b>Address</b>                                  |
| <b>Contact phone no. (daytime)</b>              |
| <b>E-mail address</b>                           |
| <b>Date of Birth</b>                            |

► Please go to **Section 4**

3. If you are making this request for information on behalf of someone else, please state the nature of your relationship with that person. You must also provide proof of your authority to request the information and of your own identity.

|  |                                |   |
|--|--------------------------------|---|
| Parent <input type="checkbox"/>                | Carer <input type="checkbox"/> | Legal representative <input type="checkbox"/> |
| Other <input type="checkbox"/> Please specify: |                                |   |

If you are making this request for information on behalf of someone else, please provide the following information about **yourself**

|   |
|---|
| <b>Name</b> (Please include any previous names) |
| <b>Address</b>                                  |
| <b>Contact phone no. (daytime)</b>              |
| <b>E-mail address</b>                           |

If you are making this request for information on behalf of someone else, please provide the following information about **that person**

|   |
|---|
| <b>Name</b> (Please include any previous names) |
| <b>Address</b>                                  |
| <b>Date of Birth</b>                            |

► Please go to **Section 4**

## PART B – INFORMATION REQUIRED

4. Please give us details of the personal information that you wish to access.  
Please tell us any reference numbers which may help us find the information you want.

## PART C – FEE AND PROOF OF IDENTITY

5. The Data Protection Act 1998 lets us charge a fee of £10 for dealing with your application.

We also need to see two documents which prove you are who you say you are. These can be photocopies of your passport, driving licence or a utility bill which should be less than three months old. At least one of the documents must contain your signature to compare it with the one below. Do not send the original documents.

After filling in the form, please check

1. that all the information is correct,
2. that you have put in two photocopies of documents which prove who you say you are
3. that you have put in a £10 cheque made payable to ANCHO Ltd.  
if acting for someone else
4. that you have put in your proof that you are acting for them

### Declaration:

I would like to have access to the personal information about me, which ANCHO holds as specified above.

Signature: ..... Date: .....

Please return the application to:

ANCHO Ltd  
Sovereign House  
Academy Road  
Irvine, KA12 8RL  
Tel : 01294 313121  
Email : mail@ancho.co.uk

The information which you provide (on this form or through ANCHO's website) will be processed by ANCHO (which is the 'data controller' for purposes of the Data Protection Act 1998) in order to process your application under the Data Protection Act 1998 and respond to you as required by that Act. This may include ANCHO staff contacting you to clarify your request or assist you in making a request under the Act. ANCHO will not disclose the personal information which you provide to any outside person or organisation except where required to do so by law or with your consent.