



**SECTION 2 DATA PROTECTION ACT REQUESTS** (Personal Information)

**Please be advised that the making of false or misleading statements in order to obtain access to personal information to which you are not entitled is a criminal offence.**

In order to process requests involving personal information, the Council require the following to be provided:

- Additional Personal Details (to allow us to specifically identify you as an individual)
  - Sex\_\_\_\_\_
  - Date of Birth\_\_\_\_\_
- £10 fee for access to data held under each register entry number. Cheques and Postal Orders should be made payable to "North Ayrshire Council" and crossed "A/C Payee Only".
- Proof of identity. We require 2 items of identification such as either
  - originals or copies of utility bill, bank statement or current council tax bill (any documents provided will not be returned) or
  - Signature of an NAC employee who knows you & can sign the following confirming your identity in lieu of the 2 documents.

- I \_\_\_\_\_(print name) can confirm that  
 \_\_\_\_\_(print name) is the subject of the

information being requested. \_\_\_\_\_  
 (Signature of NAC Employee & Position)

In order to maintain your privacy, we may, in some cases, request further proof of identity, depending on the type of data being sought. Please note that under data protection legislation, there are a few instances where information requested may be withheld & we will advise you of such if applicable.

Signature of Applicant:\_\_\_\_\_ Date:\_\_\_\_\_

Return this form to:  
Information & Records Mgr  
North Ayrshire Council  
Cunninghame House  
Irvine  
KA12 8NY