



DATA PROTECTION PROCEDURE

Market Weighton Town Council holds very personal data. Data that is currently held, includes, but is not limited to:

Electoral Roll list
Email addresses
Employment records
Grave reservation records

Market Weighton Town Council complies with the Data Protection Act 2018 in the following ways:

- 1 Any personal data held by MWTC will only be used in relation to the purpose for which it was obtained.
- 2 No personal data will be passed to third parties without the authority of the data subject, unless required to do so by law.
- 3 Council records, including personal data, are stored securely.
- 4 Personal data held by MWTC will be periodically reviewed, and data no longer required will be deleted.

For any enquiries regarding personal data held by Market Weighton Town Council, please contact the Town Clerk.

A request to have a copy of information held about you may be made to the Town Clerk, using the form attached. A fee of £10 (cheques made payable to Market Weighton Town Council) should accompany any request. You must provide proof of identity and address in the form of passport, photo driving licence or birth certificate, and recent (past 3 months) utility bill or a bank statement. No requests from third parties to obtain someone else's personal data will be entertained unless written authority and proof of identity from the individual concerned is received, or the agent has a legal form of authority (power of attorney) for the individual. The Council must be satisfied that this criteria has been met before releasing any information. We will provide you with information we hold about you within 40 days.

If you do not think that Market Weighton Town Council has complied with the Data Protection Act 2018, please contact the Town Clerk in the first instance and if you are still dissatisfied you may contact: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 01625 545745



DATA PROTECTION ACT 1988

SUBJECT ACCESS REQUEST

Please return this form to The Town Clerk, Market Weighton Town Council, 2 Linegate, Market Weighton, East Riding of Yorkshire Council, YO43 3AR

SECTION A

Please complete your details, or the details of the person whose information is required:

Full Name:.....

Any Previous Names:.....

Address:.....

Date of Birth:..... Tel Number:.....

Email Address:.....

Please delete as appropriate

I request a copy of data held about myself by Market Weighton Town Council. *(Please go to Section C)*
Or

I request a copy of data held about someone else. *(Please go to Section B)*

SECTION B

I am requesting information about the person named at Section A

My Details are:.....

Name:.....

Address:.....

Date of Birth:..... Tel Number:.....

Email Address:.....

Please detail why you are requesting this information on their behalf:.....

.....

.....



Please delete as appropriate

I enclose written authority from the person named at Section A, plus their proof of identity.
Signature of the person giving consent for the information to be released.

Signed:.....

Or

I hold Power of Attorney.

Section C

Please detail what information you are requesting:.....

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I enclose a cheque made payable to Market Weighton Town Council for £10.00

I enclose proof of identity

I enclose proof of address

Signed:..... Date:.....