

Dartmoor National Park Authority
Data Protection Act: Subject Access Request Form

1. Details of the person requesting the information.

Full name

Address

.....

Telephone number Fax Number

Email

2. Are you the Data Subject?

YES if you are the Data Subject please supply evidence of your identity i.e. photocopy of your library card, driving licence, birth certificate and, if necessary, a stamped addressed envelope for returning the document (please go to question 5).

No are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed as well as proof of their identity referred to above. Please complete questions 3 and 4, too

3. Details of the Data Subject (if different to person requesting information in question 1.)

Full name

Address

.....

Telephone number Fax Number

Email

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

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5. If you wish to see only certain specific document(s), for example a particular report, a specific departmental file etc, please describe these below:

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If you would like a more general search, please *tick below any sections that you have been in contact with which you would like to be searched for relevant data.*

Section	Search?	Section	Search?
Conservation of the Natural Environment including: <i>Land Management.</i> <i>Wildlife Conservation and Vegetation Management.</i> <i>Woodland and Trees.</i>		Promoting Understanding including: <i>Education Services.</i> <i>Information and interpretation Services.</i> <i>Public Relations.</i> <i>Visitor Information Centres.</i>	
Conservation of Cultural Heritage including: <i>Conservation of Archaeological Sites, Features & Landscapes.</i> <i>Conservation of Historic Buildings</i> <i>Enhancement of Historic Settlements.</i> <i>Support for Local Customs & Traditions.</i>		Development Control including: <i>Planning Applications (including minerals).</i> <i>Appeals.</i> <i>Enforcement of Planning Control.</i> <i>Monitoring of Development</i>	
Recreation Management including: <i>Access to Open Land.</i> <i>Car Parks.</i> <i>Public Rights of Way.</i> <i>Specialist Recreation.</i> <i>Visitor Facilities.</i> <i>Visitor Management.</i> <i>Public Transport.</i>		Forward Planning including: <i>Statutory Development Plans (including Minerals and Waste Policies).</i> <i>Local Plans.</i> <i>National Park Management Plan.</i> <i>Traffic Management.</i>	
<i>Rangers, Conservation Works and Volunteers Public Rights of Way.</i> <i>Enforcement of bylaws</i> <i>Land Management.</i> <i>Works</i> <i>Volunteers</i>		Corporate Management and Administration including: <i>Administration.</i> <i>Democratic core.</i> <i>Member Services.</i> <i>International Links.</i> <i>Member Training.</i> <i>Staff Training.</i>	

Other(s) Please specify here and overleaf if necessary:

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Declaration

I,, certify that the information given on this application form to Dartmoor National Park Authority is true. I understand that it is necessary for the Dartmoor National Park Authority to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed Date

Please return the completed form to Dartmoor National Park Authority, Bovey Tracey, Devon TQ13 9JQ

Documents which must accompany this application are:

- i evidence of your identity
- ii evidence of the Data Subject's identity (if different from above)
- iii evidence of Data Subject's consent to disclose to a third party (if required as indicated above).
- iv a fee of £10 (cheques to be made payable to Dartmoor National Park Authority)
- v stamped addressed envelope for return of proof of identity/authority documents, where appropriate

Please note that the DNPA reserves the right to obscure or suppress information that relates to other third parties (under the terms of Section 7 of the Data Protection Act 1998).

Office use only

Request received:

Fee received:

Notes

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Date completed: