

The UK Data Protection Act, 1998

In accordance with the UK Data Protection Act, 1998, the Council will charge a customer the sum of £10 when he/she requests to see their personal data. This request for information is known as a Subject Access Request.

Prior to this fee being requested the customer needs to complete an application form known as the IT10 **Subject Access Request** form; this can be obtained from the Information Governance Team

Torbay Council will not process a Subject Access Requests until it receives; the £10 fee, the appropriate documentation such as the application form and suitable proof of identification.