

**REQUEST FOR PERSONAL DATA
UNDER SECTION 29 OF THE DATA
PROTECTION ACT 1998**



▪ **Applicant details:**

Title (eg Mr/Mrs/Ms/Dr):
First Name:
Last Name:
Employed by:

requests Animal Health to provide the following information consisting either wholly or in part of personal data relating to a third party or parties (box will expand to allow text entry):

- Preferred format for response
 - electronic mail * (*click to tick, as appropriate)
 - Hard copy *

- To enable us to consider your request, please explain why it is necessary for you to receive the information requested, and why non-disclosure would likely prejudice any of the matters in the Declaration, below:

▪ **Declaration:**

The information requested is necessary for, and will only be used for, the following purposes:

- a) The prevention or detection of crime..... *
 - b) The apprehension or prosecution of offenders..... *
 - c) The assessment or collection of any tax, duty or imposition of a similar nature..... *
- (*click to tick, as appropriate)

I/We promise to use the information supplied by Animal Health for the above-stated purposes only, and I/We will not allow it to be passed to the Data Subject or third parties without consulting the Animal Health officer who supplied the data, or the Animal Health Information Manager

Applicant signature:	<input style="width: 95%;" type="text"/>		
Name (block letters):	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Job Title:	<input style="width: 95%;" type="text"/>		
Telephone No:	<input style="width: 95%;" type="text"/>	Fax No:	<input style="width: 95%;" type="text"/>
Email address	<input style="width: 95%;" type="text"/>		

Countersignature (Senior Officer)

Signature:	<input style="width: 95%;" type="text"/>		
Name (block letters):	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Job Title:	<input style="width: 95%;" type="text"/>		
Telephone No:	<input style="width: 95%;" type="text"/>	Fax No:	<input style="width: 95%;" type="text"/>
Email address	<input style="width: 95%;" type="text"/>		

▪ **Send completed form to:**

Animal Health

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Information Manager
Block C Spur 6
Government Buildings
Whittington Road
Worcester
WR5 2LQ

Fax: 01905 768866

Email: access.2info@animalhealth.gsi.gov.uk

If emailed, entry above of the Applicant's and Senior Officer's email addresses will suffice as an 'electronic signature', and so no signed hard copy will be needed.

DATA PROTECTION STATEMENT

Defra, the Scottish Executive, the Welsh Assembly Government and the Food Standards Agency are data controllers in respect of personal data processed by Animal Health. The data is being collected under the authority of various animal health and welfare legislation. For the purposes and usage of the data and the data sharing arrangements, please see full Data Protection Statement on the Animal Health website:

<http://www.defra.gov.uk/animalhealth/about-us/accesstoinformation/fairprocessing.htm>. A hard copy of this can be provided if required; please contact your local Animal Health office. The website also has details of Animal Health's responsibilities under Information Legislation, and about requesting and updating personal data. Animal Health will not permit any unwarranted breach of confidentiality or act in contravention of their obligations under the Data Protection Act 1998.