

## **Data Subject Access and the Data Protection Act**

Caterham on the Hill Parish Council takes your data privacy seriously.

If you wish to find out what information Caterham on the Hill Parish Council holds about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. This could be a scanned copy of a household bill, passport or driving licence.

You will receive a response to your request within 20 days.

Please send your request to one of the following:

**email address:** [clerk@caterhamhillparishcouncil.co.uk](mailto:clerk@caterhamhillparishcouncil.co.uk)

**postal address:** Caterham on the Hill Parish Council, 65 Court Road, Caterham Surrey CR3 5RH