Subject Access Request for personal data held in relation to a Driving Licence made under Part 6 of the Data Protection (Jersey) Law 2018.

1. NAME and CURRENT ADDRESS of applicant:	
Surname	Title
Forenames (in full)	Maiden name (if applicable)
Address	
Post Code	Date of birth
Telephone	E-mail
2. I request the Parish of …….. provide details of the personal data held about me in respect of my current driving licence.	
3. Applicant's signature and date:	
Signature	Date

It will be necessary to validate your identity. If required, we may ask you to bring your driving licence or passport into the Parish Hall. We may also require a utility bill showing your current address.

The address you provide on this form should match the address we hold for you. It is an offence to change your address without notifying the Parish in which you are resident within 7 days. If you believe that your address differs from the address we have for you, please contact your Parish using the contact details provided overleaf.

Once we have processed your subject access request, you will be sent a notice providing details of the information available. This will include:

- Identity and contact details, including any changes of address
- Date and place of birth
- Dates of issue and expiry of your current driving licence
- Categories of licence held

Note: if you require the following special category information that we may hold about you then please tick the boxes below as appropriate:

- Driving licence endorsements: ☐
- Medical information in relation to your application and fitness to drive: ☐

Office use only: ID Check details
Office use only: Reason address differs

Parish Hall contact details:

The Connétable, St Brelade Parish Hall,
St Brelade JE3 8BS
T: 741141 E: ParishHall@StBrelade.je

The Connétable, St Clement Parish Hall,
St Clement JE2 6FP
T: 854724 E: ParishHall@StClement.je

The Connétable, Grouville Parish Hall,
Grouville JE3 9GA
T: 852225 E: ParishHall@Grouville.je

The Connétable, The Town Hall,
P O Box 50, St Helier JE4 8PA
T: 811811 E: TownHall@StHelier.je

The Connétable, St John Parish Hall,
St John JE3 4EJ
T: 861999 E: ParishHall@StJohn.je

The Connétable, St Lawrence Parish Hall,
St Lawrence JE3 1NG
T: 861672 E: ParishHall@StLawrence.je

The Connétable, St Martin Public Hall,
St Martin JE3 6HW
T: 853951 E: PublicHall@StMartin.je

The Connétable, St Mary Parish Hall,
St Mary JE3 3AS
T: 482700 E: ParishHall@StMary.je

The Connétable, St Ouën Parish Hall,
St Ouën JE3 2HY
T: 481619 E: ParishHall@StOuen.je

The Connétable, St Peter Parish Hall,
St Peter JE3 7AH
T: 481236 E: ParishHall@StPeter.je

The Connétable, St Saviour Parish Hall,
St Saviour JE2 7LF
T: 735864 E: ParishHall@StSaviour.je

The Connétable, Trinity Parish Hall,
Trinity JE3 5JB
T: 865345 E: ParishHall@ParishofTrinity.je

Your Parish is registered with the Office of the Information Commissioner in Jersey and is a 'controller', as defined by the Data Protection (Jersey) Law 2018 (DPJL), of the information (personal data) you provide on this form. Your personal data will be treated with care and in accordance with your Parish's privacy policy. Please refer to the data protection section on your Parish's website for more information or contact your Parish directly.

We collect your identity, contact details and signature in order to process this subject access request.

Please note that this application form only relates to information held in relation to your current driving licence. This does not preclude your right to access any / all of your personal data held by your Parish.

You have rights under DJPL, as follows:

To access personal data we hold about you and to be provided with details regarding the purpose for which it is held, the categories of information held, who we might share it with, the period it is held and, where it has not been collected directly from you, the source of the information we hold about you;

To rectify any inaccurate data we hold about you;

To erasure of your personal data, in certain limited circumstances;

To restrict our processing of your personal data, in certain circumstances;

In certain circumstances, to have your personal data provided to you in a structured, commonly used and machine-readable format, and, where feasible, to have that data transmitted to another controller;

To object to processing to perform a public function, or that is based on legitimate interests; except where there are compelling reasons for us to continue e.g. in the public interest;

To object to processing for purposes of direct marketing. Please note that the Parish does not use your personal data for direct marketing purposes;

To object to processing solely for historical or scientific purposes;

Not to be subject to decisions based solely on automated processing that produces legal effects or similarly significantly affects you. Please note that the Parish does not process your personal data in this way.

Your Parish is a competent authority, as defined by the DPJL, and processes personal data for law enforcement purposes. Your rights are modified by schedule 1 of the DPJL in respect of this processing. Please contact us for more information.

If you are not happy with our processing of your personal data, then please contact your Parish Hall in the first instance.

Alternatively, you have the right to complain to the Office of the Information Commissioner T: +44 (0)1534 716530, E: enquiries@jerseyoic.org, P: Office of the Information Commissioner, 2nd Floor, 5 Castle Street, St. Helier, Jersey, JE2 3BT.