



**Subject Access Request for personal data held in accordance with the Rates (Jersey) Law 2005 made under Part 6 of the Data Protection (Jersey) Law 2018.**

<b>1. NAME and CURRENT ADDRESS of applicant:</b>	
Surname	Title
Forenames (in full)	Maiden name (if applicable)
Address	
Parish	Post Code
Telephone	E-mail
<b>2. I am / was a ratepayer in the Parish of ..... I request my personal data relating to rates paid for the following land / property:</b>	
Year(s) requested From:	To:
Address of land / property owned / occupied:	
<b>3. Applicant's signature and date:</b>	
Signature	Date

**It will be necessary to validate your identity. If there is a discrepancy between the information you have provided above and the information we hold then 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.**

There can be complexities around who is entitled to information in respect of Parish Rates e.g. re joint ratepayers, if you have moved from an address or sold property. We will do our utmost to determine your eligibility to receive the personal data you are requesting so ask that you are patient with us while we progress this.

Please note that it is an offence to fail, without reasonable cause, to notify a change of ownership of land or property to the Parish within which that land or property is located within 7 days of the change. Please contact the relevant Parish Hall if you have any concerns in this regard.

Subject to validating your identity, you will be sent a notice confirming your record as a ratepayer, the year(s) you are recorded as a ratepayer for each property within the period requested and, if you are recorded as a ratepayer, whether solely or jointly with others.

Additionally, for each year during the period requested, the Rate Year, Rate Demand Amount, Amount Paid and Outstanding, Address.

Information on the Parish and Island-wide Rate per quarter by year/Parish are published on <https://www.parish.gov.je> (see 'Rates' tab). If you have any questions, please contact the relevant Parish using the contact details overleaf.

Office use only:

Initial    Date

Photo ID checked

Proof of current address checked

Other details

**Data Protection Contacts:**



**St. Brelade**

☎ 01534 741141

✉ [stbrelade@posb.gov.je](mailto:stbrelade@posb.gov.je)



**St. Clement**

☎ 01534 854724

✉ [stclement@posc.gov.je](mailto:stclement@posc.gov.je)



**Grouville**

☎ 01534 852225

✉ [grouville@pog.gov.je](mailto:grouville@pog.gov.je)



**St. Helier**

☎ 01534 811811

✉ [townhall@posh.gov.je](mailto:townhall@posh.gov.je)



**St. John**

☎ 01534 861999

✉ [stjohn@posj.gov.je](mailto:stjohn@posj.gov.je)



**St. Lawrence**

☎ 01534 861672

✉ [stlawrence@posl.gov.je](mailto:stlawrence@posl.gov.je)



**St. Martin**

☎ 01534 853951

✉ [stmartin@posmn.gov.je](mailto:stmartin@posmn.gov.je)



**St. Ouen**

☎ 01534 481619

✉ [stouen@poso.gov.je](mailto:stouen@poso.gov.je)



**St. Peter**

☎ 01534 481236

✉ [stpeter@posp.gov.je](mailto:stpeter@posp.gov.je)



**St. Saviour**

☎ 01534 735864

✉ [stsaviour@poss.gov.je](mailto:stsaviour@poss.gov.je)



**Trinity**

☎ 01534 865345

✉ [trinity@pot.gov.je](mailto:trinity@pot.gov.je)



**St. Mary**

☎ 01534 482700

✉ [stmary@posmy.gov.je](mailto:stmary@posmy.gov.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, property ownership / occupation details and signature in order to process this subject access request.

Please note that this application form only relates to providing information held in respect of Parish Rates. 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.

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](mailto:enquiries@jerseyoic.org), P: Office of the Information Commissioner, 2nd Floor, 5 Castle Street, St. Helier, Jersey, JE2 3BT.