

## Somerset Archives and Local Studies Service

Somerset Heritage Centre, Brunel Way  
Norton Fitzwarren, Taunton, Somerset TA2 6SF

01823 278805



### DATA ACCESS REQUEST FORM

**To be completed for access to information from all archives under restricted access, due to the Data Protection Act, 1998, for access to information on deceased individuals from all archives under restricted access**

<b>1. Details of person requesting the information</b>	
Full name:	
Address:	
Tel. no:	
Email address:	

<b>2. Details of deceased individual</b>	
Full name:	
Date of death:	(Please include copy death certificate, obituary, copy burial entry or other proof of death)

<b>3. Please describe the information you seek, together with any other relevant information. Where known please include document references</b>

<b>DECLARATION:</b> I understand that I may not be able to view the information myself in order to protect information on other living individuals, and that a charge may be levied through the Research Service. To the best of my knowledge I am requesting information on a deceased individual.	
Signed: .....	Date: .....

**DATA PROTECTION:** The information on this form will be held and used by South West Heritage Trust in accordance with the provisions of the Data Protection Act for the purposes of administration and statistical analysis. We will never disclose or transfer your details to third parties without your explicit consent.

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