



Subject Access Request Application Form and Guidance

Access to Personal Data

You have the right to request a copy of your personal data under the Data Protection Act (DPA) 2018.

What is personal data?

Personal data can be described as any information about you such as your name, address or telephone number. It can be held in different ways, either electronically or on paper.

What is a valid request?

A valid request will have:

1. A description of the personal data you wish to receive, including details of current and previous names and date of birth together with any information to help locate the information, if available e.g. years the information relates, service area. Further guidance is on the form.
2. Two forms of ID are required ensure that information is only released to those entitled to it. Details of accepted ID are attached.

If you are applying on behalf of child

You may apply on behalf of a child if you have parental responsibility / legal guardianship. Proof of parental responsibility / legal guardianship **must** be provided. Please bear in mind that children over the age of 13 are considered mature enough to understand the process and as such, their consent to you accessing their data will be required.

If you are applying on behalf of someone else.

Where the information is requested on behalf of others e.g. a son or daughter acting on behalf of a parent, we need to ensure we have the data subject's consent to obtain the information on their behalf. Written consent or general power of attorney is required when acting on behalf of others. A copy of the consent or power of attorney evidence **must** be supplied with the application. If you are requesting information on behalf of someone who lacks mental capacity, please include your own ID instead of theirs.

Time to respond

We have to respond with 1 month from the day after we receive a valid request. If it is a complex request, for example, if you ask for 'all information that the Council holds' or there is a very large amount of information, the deadline may be extended for up to 2 months in line with Data Protection Regulations. Should this happen we will write to you to explain and confirm the new deadline. We may also need to ask you for more details to help us find the information you requested.

Will I get everything I asked for?

There are several reasons why some information may be blacked out (redacted), for example it may refer to somebody other than yourself and will not be your personal information, or the material may not relate to your request.

How will the information be provided?

If the request is received electronically then the response will be issued electronically unless you indicate otherwise. You can indicate your preferred method of delivery on the application form. Social care records may be delivered and explained to you by a social care professional e.g. open cases or where the requester has previously been looked after. This will be arranged with the applicant once the record has been prepared.

Is there a charge?

The information will normally be provided free of charge however in a small number of cases a fee may be payable. If the request is manifestly unreasonable or excessive, particularly if it is repetitive, then more often a fee may be charged based on the administrative cost of providing the information. Should a fee be payable, we will write to you with the details.

Please complete the following form and send to the address or email below.

The Information Governance Team will keep a copy of your application form for three years as a record of your request. The information you supply will be used for the sole purpose of processing your subject access request.

Privacy Notice

Redcar & Cleveland Borough Council use and record the personal information provided on this form for the purposes of processing your request. We may disclose such personal information for that purpose to any persons employed by Redcar & Cleveland Borough Council. We will not, however, disclose or exchange the information to or with any other person or organisation except where we are required or legally compelled to do so; where there is duty to the public to disclose or where such disclosure is made at your request or with your consent. Personal information relating to the Data Subject Access Request will be kept for as long as necessary.



DATA SUBJECT ACCESS REQUEST FORM

1. PERSONAL DETAILS OF THE DATA SUBJECT

FULL NAME	CONTACT NUMBER
PRESENT ADDRESS	DATE OF BIRTH
POSTCODE	LENGTH OF TIME AT THIS ADDRESS

If we know of you at a different address and you feel the search needs to include this, please tell us:

PREVIOUS ADDRESS	WHEN YOU WERE AT THIS ADDRESS
POSTCODE	

YOUR PERSONAL DATA

The Council uses personal data for many purposes including the provision of services such as Council Tax, Environmental Health, Social Services, Education, Planning and Public Health. In order to find the personal data you are looking for, please can you describe the information you are looking for, along with dates if relevant. This is to help in the search and to provide the information as quickly as possible. It would be helpful if you could also provide any department/team names and reference numbers that you know of.

PURPOSE (Continue on a separate sheet if necessary)	REFERENCE NUMBER / DEPARTMENT

If you are requesting your own data, complete the declaration A) below:

A) DATA SUBJECT DECLARATION

In exercise of the right granted to me under the terms of the Data Protection Act 2018, I request that you provide me with a copy of the personal data about me which you process for the purpose(s) I have indicated above.

I confirm that the above is all of the personal data to which I am requesting access and which is held by the Council for its purposes. I also confirm that I am the Data Subject and not someone acting on his/her behalf.

SIGNED:	DATE:
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If you are acting on behalf of someone else, then please complete the declaration B) below:

B) ACTING ON BEHALF OF SOMEONE ELSE DECLARATION

I confirm that I am acting on behalf of the data subject and have attached proof of my authority to do so (such as a Power of Attorney or a letter from the data subject).

FULL NAME	CONTACT NUMBER
PRESENT ADDRESS	
SIGNED	DATE

Please indicate how you wish to receive your personal information by ticking one box below:

Unless you indicate otherwise, your response will be issued the same in which we receive it. Some social care records, may be delivered face to face by a social care professional.

Electronic (Email)	<input type="checkbox"/>
Post by Special Delivery (signed for)	<input type="checkbox"/>
Collect in person	<input type="checkbox"/>

Please check the following and send the completed form to the Data Protection Officer at the address given below

Are your contact details correct?	<input type="checkbox"/>	Have you provided proof of your identity?	<input type="checkbox"/>
Have you signed the form?	<input type="checkbox"/>	If you are acting on behalf of someone have you included proof?	<input type="checkbox"/>
Have you completed all of the sections?	<input type="checkbox"/>	Have you described the information you are looking for?	<input type="checkbox"/>

EXAMPLES OF ACCEPTED ID

Please supply **copies** of two documents from the following list:

- Current signed passport or EU member state ID card
- Current UK photocard driving licence (full or provisional) – showing your current address and an unexpired photograph
- Birth certificate
- An HM Revenue & Customs tax notification – less than 12 months old
- Evidence of entitlement to state benefits, pension or tax credits – less than 12 months old
- A firearms certificate or shotgun licence
- A current Blue Badge disabled driver's pass
- An older or disabled person's bus pass
- UK Armed Forces ID card
- Police warrant card
- A utility bill – less than three months old (not a mobile phone bill)
- Council tax bill for the current year
- A bank, building society or credit card statement – less than three months old
- Mortgage statement – less than 12 months old
- A television licence renewal for the current year
- A student loans acceptance letter or annual statement – less than 12 months old

The Council has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are and that you are entitled to have the requested information. We are unable to process your application without sufficient evidence of identity being provided.

If you are unable to provide evidence of your identity, please contact:

Data Protection Officer
Redcar & Cleveland Borough Council
Redcar Leisure & Community Heart
Kirkleatham Street
Redcar
TS10 1RT

Tel: 01642 774 774

Email: informationsecurity@redcar-cleveland.gov.uk