

GDPR and Data Protection Act 2018 Subject Access Request



This form can be used for requesting personal information held by Horsham District Council, e.g. housing records, benefits and council tax records.

Please fill this form in electronically then print, sign and post with your ID.

Are you the data subject (i.e. the person the information is about)?

Yes If you are the data subject you will be required to supply 2 forms of evidence of your identity before the information you have requested can be released to you. This can include a birth certificate, driving licence, passport, recent utility bill. You can bring this into the Council and we will verify the ID and take a photocopy for you. Alternatively, photocopies are accepted by post.

No You must be acting on behalf of the data subject with their written authority. That authority must be forwarded with this form to the address below. This can be a letter signed by them or an official document, e.g. Power of Attorney. No information will be provided without this.

Details of data subject

First name:

Middle Initial:

Last name:

Has the data subject been known by any other name?

Yes No

If yes, other name: (this can help us locate information)

Date of birth:

Current address:

Length of time at address:
(Approximate time is acceptable)

_____ Years

_____ Months

Post code:

Email address:

(we will send an acknowledgement by email to save paper and postage)

Telephone number:

(in case we need to clarify anything with the data subject directly)

Is the data subject a current employee of Horsham District Council?

Yes No

If yes, please provide your payroll number:

Are you requesting information about a child under the age of 13?

Yes - We will require sight of proof of parental responsibility, e.g. birth certificate, passport, court order.

No

If you are not the data subject, please tick the box which describes your relationship with the data subject that enables you to make this request on their behalf.

Solicitor Social Care/Health Professional Housing Association

Advocate Relative Friend

Other (Please specify):

If you are not the data subject, please provide your contact details.

Email address:

(we will send an acknowledgement by email to save paper and postage)

Telephone number:

(in case we need to clarify anything with the data subject directly)

As a council we deliver many services. To help us locate any information you think we may hold, please tick the box(es) below to indicate the services which you believe may hold information about the data subject.

- | | | |
|---|--|---|
| <input type="checkbox"/> Council Tax | <input type="checkbox"/> Community and culture | <input type="checkbox"/> Building Control |
| <input type="checkbox"/> Housing Benefits | <input type="checkbox"/> Electoral Services | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Environmental Health and Licensing | <input type="checkbox"/> Finance | <input type="checkbox"/> Streetscene and Fleet |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Parking | <input type="checkbox"/> Waste and Recycling |
| <input type="checkbox"/> Customer Services | <input type="checkbox"/> Planning | <input type="checkbox"/> Human Resources and Organisational Development |

Other (Please specify):

Please provide a description of the personal data which is required, the dates from which we should search if known, and details of any specific query which may help us identify the information required.

Please note that some information may no longer be available as we regularly dispose of records that are no longer required in accordance with our Records Management Policy and Retention Schedule.

(Please continue on another sheet if necessary.)

Declaration by the Data Subject

The declaration below is to be completed by the data subject. Please be aware that misrepresentation may result in prosecution.

I, (insert your name)

confirm that I am requesting access to my personal data as above and also confirm that I am the Data Subject and not someone acting on their behalf. I certify that the information given in this form is true. I understand that it may be necessary for the Council to obtain further information in order to validate my request and locate the correct information.

Signed:

Dated:

Declaration by someone ACTING ON BEHALF of the Data Subject

The declaration below is to be completed by the data subject. Please be aware that misrepresentation may result in prosecution.

I, (insert your name)

confirm that I am acting on behalf of the data subject and have enclosed my authority to do so. I certify that the information given in this form is true. I understand that it may be necessary for the Council to obtain further information in order to validate my request and locate the correct information.

Signed:

Dated:

Knowingly or recklessly obtaining or disclosing personal data to which you are not entitled is an offence under Section 170 of the Data Protection Act 2018.

Please read the following before submitting your application:

- We cannot release personal information without verifying the identity and authority of the person making the request.
- When making an application on behalf of a person who is unable to understand the Subject Access Request process, you must do so with their best interest only in mind.
- We reserve the right to refuse a request if the release of personal information to another party is believed not to be in the best interest of the data subject.
- We respect your right to privacy and are committed to protecting it in accordance with the GDPR and Data Protection Act 2018. We will use the details provided on this form to process your request and for no other purpose.
- We will share this information with any staff who we believe may hold the information you have requested. Depending upon the nature of the request, this may involve sharing information with contractors providing a service on behalf of the Council, e.g.
- We may contact other people ('third parties') who are referenced in your information to gain their consent before disclosing their information to you.
- In some circumstances we may need to forward personal details provided by you in your application to third party agencies (e.g. GP surgeries, police, other councils) in order to obtain permission to release information relating to them.
- By completing and submitting this application you consent to the Council sharing your information with relevant third parties unless otherwise indicated.
- The 1 month period in which the Council is legally required to respond to your request under the Data Protection Act 2018 will commence after your identity and authority (if applicable) has been validated. If your request is a complex one the Council is entitled to extend the deadline from 1 month up to 3 months.

Check list: I have:

- Signed and dated the correct declaration on the form?
- Enclosed proof of the data subject's ID?
- Enclosed any additional proof of authority and/or parental responsibility?

Please return the completed form to:

**Data Protection Officer,
Horsham District Council,
Parkside,
Chart Way, Horsham.
West Sussex.
RH12 1RL**

If you have any queries about the council's data protection policies and procedures please e-mail:

dpa@horsham.gov.uk

We are unable to accept subject access requests via e-mail.