

Application to receive Personal Information held by Spelthorne Borough Council



Subject Access Request

Under the Data Protection Act 2018 an individual is entitled to ask organisations for copies of the personal information which the organisation holds about him/her. Subject to certain exemptions, the organisation is required to provide the individual access to his/her personal information as requested within 1 month.

To enable Spelthorne Borough Council (SBC) to comply with such requests, please complete this form and return it to the address at the bottom of the form.

Part 1 – The Request

Please complete in **BLOCK CAPITALS**

I am the person the information is about

if yes, please tick and then complete Parts 3, 4, and 5

OR

I am acting on behalf of someone else

if yes, please tick and then complete Parts 2, 3, 4, and 5

Part 2 – The information requested is about someone else

If you are requesting information of behalf of someone else, please give **YOUR** details below

Full Name Relationship to data subject

Address

Daytime Telephone Number Email Address (optional).....

Please complete the information regarding your relationship to the person who you are acting for.

I am the child's parent

I enclose proof of parental responsibility

The child is over the age of 12

I enclose consent to share from the child

OR

I am the personal representative for the deceased person

I enclose evidence of this

I am requesting the information on behalf of someone else

I enclose a consent to share form

Part 3 – Data Subject - Person that the information relates to

Title Surname First Name

Maiden, previous or other names

Date of birth :

Current Address

Previous Address (if relevant)

Telephone Number Email Address (optional)

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Identification Documents; SBC are required to verify the data subject's identification to ensure that we provide personal data to the correct individual.

We may need to ask you to provide us with some form of photo identification, such as a copy of your passport or driver's licence.

If the identification does not state your correct address then proof of residence may be needed such, as a Council Tax Registration Form, Council or Housing Trust Rent Book, medical card or utilities bill.

You will not need to provide us with any details on the documents other than your name and address/photo.

Where your identity has already been established with the Council we may not need to see the above documentation.

Part 4 – Details of the information being requested

There may be a number of services within the Council that hold personal data about you or the data subject. To help us deal with your request quickly and efficiently please provide as much detail as possible about the information you want; for example - files held by: Housing Benefits, Human Resources, Parking Services, etc.

Also include the relevant dates; for example – Jan to June 2015.

Please provide any further details that may assist us in locating your information, for example: the names of any officers within the Council that you believe may hold relevant information.

Part 5 – Declaration

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I certify the information provided on this form is true. I understand Spelthorne Borough Council is not obliged to comply with my request unless they are supplied with such information as they may reasonably require in order to satisfy themselves as to my identity and to locate the information which I seek.

Name Signature Date

Warning – a person who unlawfully obtains, or attempts to obtain, personal information is guilty of a criminal offence and is liable to prosecution.

Send this completed form to: data.protection@spelthorne.gov.uk

Or Clare Williams, Data Protection Officer, Spelthorne Borough Council,
Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB

Privacy Notice:

In order to reply to your requests for access to personal data, Spelthorne Borough Council is required to process and store the personal information you provide when making your request.

In order to comply with the Data Protection Act 2018, Spelthorne Borough Council is obliged to provide you with the following information about the personal data you give to us:

- SBC will use the data provided to respond to your request.
- Your information may be passed on to relevant service areas within SBC and, in the event of a complaint, the ICO.
- The information will not be passed on to any other third parties, except where this is absolutely necessary, either to comply with our legal obligations or as permitted by Data Protection legislation.
- The Council will keep your data for 5 years after the last action for this request.
- Under the Data Protection Act 2018, we have a statutory obligation to process this data. If you do not provide this data the SBC will not be able to respond to your request.
- For further information about how the SBC uses your personal data, please see our [privacy information webpage](#) and for further information about your rights as a data subject, please see [our information on exercising your rights](#).
- If you have any worries or questions about how your personal information is stored or processed please contact our Data Protection Officer at data.protection@spelthorne.gov.uk