

Application to receive Personal Information held by Surrey Heath 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 Surrey Heath Borough Council (SHBC) 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 complete parts 3, 4 and 5

OR

I am acting on behalf of someone else

If yes, please tick and complete parts 2, 3, 4 and 5

Part 2 –The information requested is about someone else

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

Full Name..... Relationship to data subject.....

Address.....

Daytime Tel. No.....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

I enclose evidence of this

I am requesting the information I enclose a consent to share from the subject matter

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

Title..... Surname..... First Name.....

Maiden, previous or other names.....

Date of birth (if necessary).....

Current Address.....

Previous Address (if relevant).....

Telephone Number..... Email address (optional).....

Identification documents; SHBC are required to verify the data subjects 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 utilises bill.

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

If we do require identification from you we will let you know, your request will be placed on hold until we receive your identification, once we receive and check your identification we will then begin to process your request.

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 – January to June 2017

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

I certify the information provided on this form is true. I understand Surrey Heath 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@surreyheath.gov.uk

Or Sally Turnbull, Information Governance Department, Surrey Heath Borough Council, Knoll Road, Camberley, Surrey, GU15 3HD.

Privacy Notice

In order to reply to your request for access to personal data, Surrey Heath Borough Council is require to process and store the personal information about you provide when making your request.

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

- SHBC will use the data provided to respond to your request
- Your information may be passed on to relevant service areas within SHBC 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 not provide this data the SHBC will not be able to respond to your request
- For further information about how SHBC uses your personal data, please see our [How we use your data](#) page