

Subject Access Request Form (Data Protection Act 2018)

Under the Data Protection Act 2018, Although it is not a requirement to complete this form, however in doing so, it ensures that we direct your request more efficiently and are able to gather the information that you wish to receive.

In order for us to process the request you must provide us with a copy of a suitable form of identification (ID). This is a legal requirement to ensure that we do not inadvertently release your records to a third party.

Please provide a copy of **one** of **both** of the following pieces of ID. (Do not send originals)

Proof of Identity

- passport
- driver's license
- National Identity Card
- Birth certificate/Certificate of Registry/Adoption Certificate

Proof of Address

- Council Tax bill
- Utility bill (within the last 3 months)
- Current Driver's License
- Credit Card statement (within the last 3 months)

Upon receipt of your proof of identification and full details of the information you are requesting, we have one month to respond to your request.

1. Your details (requestor details – the person making the request):

Full name (first names, middle names, surname - current and any previous):	
Title: Mr / Mx / Mrs / Ms / Miss	
Date of birth:	
Current address:	
Previous address:	
Telephone number:	
Email address (provide where possible as this will enable us to contact you about the request):	

2. Whose details are you requesting?

My own:	(Go to Section 4)
Someone elses:	(Go to Section 3)
Both my own and someone elses:	(Go to Section 3)

3. Other person's details (Data Subject – the person whose information is requested) - to be completed when requesting information on behalf of someone else. See guidance notes.

Full name (first names, middle names, surname - current and any previous):	
Title: Mr / Mx / Mrs / Ms / Miss	
Date of birth:	
Current address:	
Previous address (if possible, include timeframes):	

Your relationship them: (Please delete as applicable)

I am the above person's: Parent / Sibling / Solicitor / Advocate / Husband / Wife / Partner / other _____

People making subject access requests on behalf of the data subject need to be able to show that they have the right to do so. We require one of the following to evidence this:

- Signed written consent to access their information (see below)
- One piece of ID and one proof of address from Data Subject
- One piece of ID from the Requestor.

Consent to share information

This form permits your personal information being released to another person as part of a Subject Access Request. **Not required if you are requesting your own information.**

Please complete this form in block capitals.

Proof of identification is also required with this release form. A copy of a driving licence or passport and a recent utility bill is acceptable.

I _____ (full name) permit my personal and/or sensitive information to be accessible to _____ (name of person permitted to access your information) as part of Subject Access Request to Reigate & Banstead Borough Council.

I understand that the person named above will have access to all my records that have been requested through the corresponding Subject Access Request. This permission is for this request only.

Signed:	
Full name:	
Date:	
Current address:	

If you wish to withdraw this permission prior to disclosure, email:
information.officer@reigate-banstead.gov.uk

4. How do you wish to receive your information?

Subject Access Requests are usually provided as digital copies via email. If you would prefer a different format, please state the format and the reason for your format request:

5. Current and previous Reigate & Banstead residents:

We receive a large number of requests from Reigate & Banstead residents. We have identified the following areas which are most likely to hold information about you / the requester.

Please tick the box next to the team(s) below where you would like to receive information.

Council Tax	
Parking - fines (PCN) /appeals	
Housing: tenancy File	
Housing: homelessness file	
Electoral services	
Benefits: Housing	
Environmental health	
Democratic services	
Planning (application/objection?)	
Human resources (former or current employee). Complete below if ticked. Team(s) / departments: _____ Line manager(s): _____ Dates employed: _____	
Others, specify team: _____	

Please note there is space to add further, specific details of your request in Section 6. and 7.

6. Additional details (If necessary)

Reference numbers:	
Names of relevant people:	
Period of time you wish to access (years, months, days):	From: To:

7. Your request information

Please tell us what information you wish to access - it is important to be specific and detailed in your request (i.e. by including a date or range of dates)

I request access to....

Signed:	
Date:	

Reigate & Banstead Borough Council is the Data Controller for the purposes of the Data Protection Act 2018. This means that Reigate & Banstead Borough Council is responsible for making decisions about how your personal data will be processed and how it may be used.

The purpose, for which your data will be processed, is in response to your request for access to your personal data held by the Council. The information you provide will be treated confidentially at all times.

Security safeguards apply to both manual and computerised held data, and only relevant staff/named disclosures (i.e. individuals listed in Section 3.) can access your information.

Please send your completed application form and two pieces of ID to:

- **Email:** information.officer@reigate-banstead.gov.uk
- **Address:** Information Officer, Reigate & Banstead Borough Council, Town Hall, Castlefield Road, Reigate, RH2 0SH

FAQs

How long does it take?

The legal requirement is for the request to be completed within one calendar month from the day after the request has been received. For example, if a request was received on 1st September 2018, it would be due 2nd October 2018. If the due date falls on a weekend or bank holiday, the due date will be the next working day. However, the timeframe within which to respond will commence only upon receipt and verification of your identification. If ID verification is not provided promptly, the processing period will be delayed.

Will I get a copy of all my personal data that I have requested?

Mostly yes, however, there are exemptions under the General Data Protection Regulation that prevent certain records being released, or that require information to be redacted (removed). The main exemptions are as follows:

- Law enforcement - catching or prosecuting offenders.
- National security.
- Assessing or collection of taxes/duties.
- Adoption records and reports.
- Personal data about someone else, otherwise known as third party information.
- Information which may cause harm or distress to the requester.

- Information that would identify someone who has supplied data in confidence about you.
- Legal Professional Privilege.

In circumstances where data held on you also relates to another person, the Council will need to seek their permission before this information can be released or the information will be redacted.

What if I want to access someone else's information?

You only have a right to access your own personal data under the Data Protection Act. You do not have a right of access to personal data about any other individual e.g. your family, friends or neighbours, except in the following circumstances:

If you are a parent requesting information about a child under 16 that you have legal responsibility for; there is no automatic right to the data. If a child is old enough to give informed consent and understands the contents of the information, the Council will be guided by their wishes. In most cases children aged 13 and above are regarded as having sufficient maturity to respond to such requests but each case will be judged on its own merits. In all cases disclosure would only occur if it were in the best interests of the child.

There are some instances where individuals can access information about third parties:

Consent from the individual(s) to have their information shared (section 3.)

A solicitor is requesting information on behalf of a client - a signed authority form from the person concerned is required.

An agent (i.e. a family member, friend or a charitable organisation) has written authorisation to act on behalf of the person.

Any additional questions, contact information.officer@reigate-banstead.gov.uk