**Form C**

Request to access your information

Subject to certain exemptions, you have certain rights where the Council holds any information about you (your 'personal data') about you.

These rights include the right to access any personal information an organisation may hold about you. Requests made under these rights are call ‘Subject Access Requests (SAR’s)

If you wish to use this form to make your request please complete it carefully and return it to the County Council. If you wish to exercise any other right under this legislation go to [www.derbyshire.gov.uk/gdpr](http://www.derbyshire.gov.uk/gdpr) for further information.

Under exemptions provided in the General Data Protection Regulation and the Data Protection Act 2018 in certain circumstances, the Council may decide not to provide you with some of your personal data. For example, we will not provide the personal data if we feel releasing it to you would be likely to lead to harm to yourself or others and we may not provide it to you if it identifies other individuals who have not given consent to share their information.

**Proof of Identity**

The Council needs to be satisfied that you are who you say you are.

Consequently, we may ask you, on receipt of your application, to provide evidence of your identity (See Section 3 of form).

If you are making this request on behalf of someone else you must provide evidence you have the right to do so (See Section 3 of form).

**Section 1**

About yourself or person you are making this request on behalf of (Please use block capitals and black ink) – this information will help us to identify the personal data that we may hold about you.

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss, Ms, Dr,Rev. etc.) |  |

|  |  |
| --- | --- |
| Surname/Family Name |  |
| First Name(s) |  |
| Maiden/Former Name(s)  (if applicable) |  |

|  |  |
| --- | --- |
| Date of Birth  (dd/mm/yyyy) |  |

|  |  |
| --- | --- |
| Home Address  (Include Postcode) |  |

This is the address to which all replies will be sent, unless you specify otherwise.

|  |  |
| --- | --- |
| **Name of person making request on behalf of data subject (if applicable)** | |
| Surname/Family Name |  |
| First Name(s) |  |
| Relationship to data subject |  |
| Preferred alternative address for correspondence (if applicable) |  |

|  |  |
| --- | --- |
| Contact telephone number |  |
| Contact e mail address |  |

|  |
| --- |
| Can you let us know which Council services you have been in contact with in relation to this request, for example Adult Care, and any other information relating to request such previous addresses, you contacts names in our services or the dates you were in contact with our services.  -----------------------------------------------------------------------------------------------------------------------  \* Not mandatory but these will assist us if we need to get back in touch with you to discuss and to determine your application. |
|  |

**Section 2- About your request**

What records that you believe we hold would you like access to:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Have you made a request for this information before? (Yes/No) |  |
| If Yes, could you please provide date of request?  (dd/mm/yyyy) |  |

|  |
| --- |
| Where do you want to view your information?  For example in person at one of our offices, or be sent a paper copy to your home or alternative address or be sent a copy in a specific electronic format to an e mail address (if this is your preferred option we would encrypt the file to keep it secure) |
|  |
| Do you need any other help with this request? (Please specify below) |
|  |

**Section 3 - Proof of identity**

Establishing Proof of Identity

If we have a verified current address for you on our systems we will contact you at that address and ask you to confirm that the request has come from yourself.

If this is not possible, we will ask for documentary evidence to verify you are who you say you are.

To help establish your identity we may ask you to provide at least two different official documents which, between them, provide sufficient information to prove your name, date of birth, current address and signature. For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents e.g. utility bills, which show those details.

If you are making this request on behalf of someone else you must provide evidence you have the right to do so, e.g. letter of consent, birth certificate evidencing you have parental responsibility for a child or any other relevant legal documentation, unless you have supplied this information to us already for other purposes.

Please note that it may be necessary to seek further information or proof of identity (of data subject or applicant) before the request can be processed. If this is the case, then the statutory one month day limit will start from the date all necessary information and proof is received. Every effort will be made to provide you with your information as soon as possible after receipt of your application, however in some cases we may need longer than a month to respond to your request if any complex issues are involved.

**Section 4 – Declaration**

(To be signed by the Applicant)

The information, which I have supplied in this application, is correct, and I am the person to whom it relates/I have the right to make this request on their behalf *(delete as appropriate)*.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Warning – A person who impersonates another or attempts to impersonate another may be guilty of an offence.

Should any advice or guidance be required in completing this application, please contact:-

Data Protection Officer, Room B209, Legal Services; Matlock, Derbyshire, DE4 3AG, or e mail [gdpr@derbyshire.gov.uk](mailto:gdpr@derbyshire.gov.uk)

General advice on the GDPR and Data Protection Act 2018 can be obtained from:- The Office of the Information Commissioner, Wycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF, Tel No. 01625 545700. [www.ico.org.uk](http://www.ico.org.uk)

The information on this form will only be used to support you in exercising your rights under the Data Protection Act 2018 and will be destroyed one year after a decision on you request has been made. For further information on how Derbyshire County Council may use your personal information visit: [www.derbyshire.gov.uk/privacynotices](http://www.derbyshire.gov.uk/privacynotices)

**Please return this form once completed to:**

Data Protection Officer, Derbyshire County Council, Room B209, Legal Services; Matlock, Derbyshire, DE4 3AG

Mark your envelope “Subject Access Request - Confidential”.