

SUBJECT ACCESS REQUEST

The completion of this form is voluntary, and is only an aid to assist the authority in locating your personal data.



Introduction

Under the terms of the General Data Protection Regulation, and UK Data Protection legislation, an individual is entitled to ask a data controller¹ to confirm what personal information is held about them, and why. You can also ask for a copy of all, or part, of the personal information that is held about you.

All requests (known as subject access requests) must be made in writing* (this includes via email) and you must provide suitable proof of identity². To help us confirm your identity your request should be accompanied by some form of identification (e.g. a copy of your birth certificate, driving licence, passport, recent utility bill etc.).

The request must also contain enough information to enable us to identify the data subject³ and to locate the personal information sought.

How long will it take?

Once your request for information has been received and proof of identification has been provided, we will respond to you as soon as possible, and within 1 calendar month at the most. If a request is particularly complex or repeated, we may extend this timescale to up to 3 months – you will be notified if this is the case.

What if I'm not happy?

If you are not happy with how we have responded to your subject access request, we ask you to contact us to discuss your concerns. We will provide details about other rights available to you under the data protection legislation (such as the right to have factually incorrect data corrected, the right to erasure) when we respond to your request. You are also entitled to report any data protection concerns to the Information Commissioner's Office, who are the regulating body for data protection within the UK. Details are provided at the end of this form, and will also be provided in our response to you.

Is there a fee?

There is no standard fee charged under the current legislation, although we may charge a "reasonable" fee in certain circumstances, such as if it is a request for the same information again.

Notes

Data controller: the person or organisation who collects and processes personal information

Data subject: the person that the information is about

Proof of identification: The reason we ask for proof of identification is to maintain the security of the information we hold about you. This will help ensure that we do not release your personal information to anybody else.

**If you would find it very difficult to make a request in writing, please contact us to discuss other options available to you – contact details are provided at the end of this form*

SECTION A – Data subject details

Full name:

Previous name (s):

Address:

.....

Postcode: Length of time at this address:

Telephone:

E-mail:

Date of birth:

Please provide details of any previous addresses you feel may be of assistance to this request

SECTION B

Are you the data subject?

Yes continue straight to section C

No please complete this section

Details of person making the request (if not the data subject)

Full name:

Address:

Post code:

Telephone:e-mail:

Please state your relationship to the data subject (i.e. parent, legal guardian, solicitor)

.....

How would you prefer us to contact you about this request? Post Email*

**Please note – in order to keep your personal information secure, we are unable to provide copies of personal information by email. If a copy of your information is to be supplied to you, we will send this by special delivery post, which is tracked and will require a signature on delivery.*

Are you acting on behalf of the data subject with their written permission or legal authority? Yes No

Please note: If you are requesting information on behalf of someone else, please enclose proof that you are legally authorised to obtain this information.

If you do not have written permission or legal authority (i.e. parental rights of a child under 12), we may not be able to provide the information to you. Please contact us to discuss, or provide further details in the box below.

Would you like the information to be sent to you or the data subject ?

Me Data subject

SECTION C – Locating your information

You can choose whether to receive a copy of the personal information we hold about you (subject to any exemptions which apply under legislation), or we can confirm to you what type of information we hold, why it is held, and what we do with it. Please read the options below, and tell us what you would like to know or receive.

- I would like you to tell me what information Argyll and Bute Council holds about me / the data subject identified above, why it is held, and what you do with it.*
- I would like a copy of my / the data subject's personal information held in relation to the following areas within the Council (please tick all relevant boxes):*

Social Work – Children and Families	<input type="checkbox"/>	Council Tax	<input type="checkbox"/>
Social Work – Adult Care	<input type="checkbox"/>	Planning / Building Standards	<input type="checkbox"/>
Social Work – Criminal Justice	<input type="checkbox"/>	Education	<input type="checkbox"/>
Environmental Health / Trading Standards	<input type="checkbox"/>	Employee / HR records	<input type="checkbox"/>
Licensing	<input type="checkbox"/>	Housing Benefits / Welfare Rights	<input type="checkbox"/>
Housing Services	<input type="checkbox"/>	Debt counselling	<input type="checkbox"/>

OR;

- I would like to receive all my / the data subject's personal information held by all services within the authority*

If you are requesting all information, please provide additional information about any particular areas where you have had contact with Argyll and Bute Council if possible. This will speed up the process of locating your information and providing a response to you.

Additional information:

Please add anything else which you think might help us to locate the information you are looking for.

Declaration

The information I have supplied in this application is correct and I: am the person to whom it relates / have the authorisation of the person to whom it relates (*please delete as appropriate*)

Signed: Date:

Checklist

- Have you completed as much information as possible?
- Have you signed and dated the form?
- Have you enclosed appropriate proof of identity?
- Have you enclosed appropriate authorisation (if requesting on behalf of someone else)?

Please return this form to:

Argyll and Bute Council, Governance Unit, Governance and Law, Kilmory, Lochgilphead, Argyll, PA31 8RT

Email: data.protection@argyll-bute.gov.uk

Telephone: 01546 604352

Any questions? Please contact us

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0303 123 1115 Email: Scotland@ico.org.uk

The ICO is the UK's independent body set up to uphold information rights.