



## Oadby and Wigston Borough Council

### Data Protection Act 2018 SUBJECT ACCESS REQUEST FORM

Under the terms of the Data Protection Act 2018, a person is entitled to ask the Council for a copy of all the **personal information** that it holds about him/her for the purposes of providing services and carrying out its statutory duties and other functions. This includes data held on computers, paper files and closed circuit television systems (CCTV).

This form has been designed to assist us in locating your personal information and the more details you can give us concerning the personal information that you are interested in receiving, the quicker we can trace it and provide you with that information. **There is a different form for CCTV requests.**

**Please complete the form below in BLOCK CAPITALS.**

#### Section 1. Details of the person about whom the information is required (the data subject)

Please give your full name and present home address (if you are acting as agent for the person who requires their personal information please give their full name and present address details).

Full name: .....

Present address: .....

Telephone number .....

E-mail address .....

Post code: .....

Since (date): .....

If you believe that we also hold information about you under a different name for example you have changed your name following marriage please give the details below.

Previous name(s): .....

Date(s) name:  
changed: .....

You do not have to give a day-time telephone number, but if we do need any further details to locate your personal information, a quick telephone call could be all that is required to speedily resolve the matter.

If you believe that we also hold information about you in respect of one or more other addresses, please give the address details and periods concerned (please continue on a separate sheet if necessary).

Previous address: .....  
.....  
.....  
Post code: .....  
Telephone number .....  
From: .....  
To: .....

Previous address: .....  
.....  
.....  
Post code: .....  
Telephone number .....  
From: .....  
To: .....

**Section 2. Are you the Data Subject? (Please tick the option which applies)**

<b>YES</b>	<input type="checkbox"/>	I am the Data Subject and I enclose a form of identification. (Acceptable forms are a birth certificate, driving licence, recent correspondence from the Council or recent utility bills (photocopies are acceptable for most enquiries. Originals will be returned as soon as possible.) <b>Please proceed to section 4.</b>
<b>NO</b>	<input type="checkbox"/>	I am not the Data Subject but I am acting on their behalf with written authority to do so. (Please enclose the original of the authority and a form of identification for yourself and the Data Subject) <b>Proceed to section 3.</b>

**Section 3. Agent's details (if acting on behalf of the data subject)**

Full name: .....  
Address: .....  
.....  
.....  
Post code: .....  
Telephone number .....  
E-mail address .....

**Section 3a. Please describe your relationship with the Data Subject which leads you to make this request for information on their behalf.**

**Section 4. Please tick the box next to the service(s) for which you think we hold personal information about you and to which you want access.**

The Council uses personal data in carrying out many services, duties and functions. The more commonly used are shown separately below.

Please tick the box next to the service(s) for which you think we hold personal information about you and to which you want access.

**Council Services**

	Building Regulations/Control		Grants (Private Housing)
	Business (Non-Domestic) Rates		Homelessness
	Commercial Rents/Tenancies		Housing Applications (Council Houses)
	Council House Rents/Tenancies		Housing Benefit
	Council House Repairs		Legal Services (Litigation etc)
	Council House Sales (Right to Buy)		Leisure Services
	Council Tax		Licences
	Council Tax Benefit		Planning
	Employment with the Council		Sheltered Housing
	Environmental Health		Sundry Debts

**Section 4a. Help us trace the information**

If you are aware of any reference numbers or client numbers that you have been allocated for our administrative purposes, please provide them below (e.g. 303 05499 Business Rates) Please continue on a separate sheet if necessary.

Reference	Service/Function	Date(s) If Known

If you believe that we hold personal information about you for any purpose(s) not already mentioned above, please indicate the purpose(s) in the box below, giving any reference numbers etc. that have been quoted on any bills or correspondence sent by us and any other details that you think may help us to locate the information you require. (Please continue on a separate sheet if necessary)

Purpose or service for which your personal information is held	Reference No. etc

## Section 5. Declaration

**Declaration** (to be completed by all applicants) Please note that any attempt to mislead may result in prosecution.

**I certify that the information given on this form is true. I understand that it is necessary for Oadby and Wigston Borough Council to confirm my identity and that of the Data Subject (where different) and it may be necessary to obtain more detailed information in order to comply with this application.**

Signature ..... Signature Date .....

**Note:** We must respond to your request within 30 days. That period will not begin until we are satisfied about your identity and that of the data subject (where different).

If the information contains details of another person we may need to seek their consent before we can provide that information to you.

**Please send this completed form to:**

**Data Protection Officer  
Council Offices  
Oadby and Wigston Borough Council  
Station Road  
Wigston  
Leicestershire  
LE18 2DR**

Documents which must accompany this application are:-

- a) evidence of your identity;
- b) evidence of the data subject's identity (if different from above);
- c) original written authority that you are acting on behalf of the data subject (if applicable);

If you prefer, you can show the evidence of identity to a member of the Council's staff, who will copy it and give it back to you.

I would like the reply to this request to be:

- Sent to the address of the data subject
- Sent to the address of the agent
- Sent to the address of the data subject and the agent

If there is anything about this form which is unclear, or if you would like advice about your application or assistance with completion, please contact the Data Protection Officer at 0116 288 8961 or [data.protection@oadby-wigston.gov.uk](mailto:data.protection@oadby-wigston.gov.uk).

Thank you.

### CHECKLIST

Please ensure you have completed the form and tick the boxes below:

Have you completed all appropriate sections?

Have you signed and dated the form?

Have you enclosed the appropriate proof of identity/authority?

Please provide **original** proof of your identity bearing your name i.e. **passport, driving licence, birth certificate (or certificated copy) or at least 2 official letters such as from a utility company.**

Please state below what evidence you have enclosed:

Birth Certificate

Passport

Driving Licence

2 Official Letters

Other (please state)

### NOTES:

**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 to ensure that we do not release your personal information to anybody else. Any documents you send to us will be returned to you.

**Previous addresses:** If the information you are requesting may have been collected whilst you were living at an address other than your current one, it may be useful to supply us with that address in order that we can access the information more quickly.

**Locating your records:** Oadby and Wigston Borough Council is a large organisation with many different departments dealing with a diverse range of issues; completing sections 5 and 6 will ensure that your request is delivered to the correct area of the Council and therefore dealt with more quickly and efficiently.

**Oadby and Wigston Borough Council will not release information without proper authority and reserves the right to request further proof of authority or identity if necessary.**

### OFFICE USE ONLY

Application number	
Date application received	
Date identity confirmed	
Type of identity	
Date authorisation confirmed	
Date fee received	
Date searches started	
Date searches returned	
Receipt number for cheque	