

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 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.**

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:

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)

YES	<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.) Please proceed to section 4.
------------	--------------------------	---

NO	<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) Proceed to section 3.
-----------	--------------------------	---

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

<input type="checkbox"/>	Building Regulations/Control	<input type="checkbox"/>	Grants (Private Housing)
<input type="checkbox"/>	Business (Non-Domestic) Rates	<input type="checkbox"/>	Homelessness
<input type="checkbox"/>	Commercial Rents/Tenancies	<input type="checkbox"/>	Housing Applications
<input type="checkbox"/>	Council House Rents/Tenancies	<input type="checkbox"/>	Housing Benefit
<input type="checkbox"/>	Council House Repairs	<input type="checkbox"/>	Legal Services (Litigation etc)
<input type="checkbox"/>	Council House Sales (Right to Buy)	<input type="checkbox"/>	Leisure Services
<input type="checkbox"/>	Council Tax	<input type="checkbox"/>	Licences
<input type="checkbox"/>	Council Tax Benefit	<input type="checkbox"/>	Planning
<input type="checkbox"/>	Employment with the Council	<input type="checkbox"/>	Sheltered Housing
<input type="checkbox"/>	Environmental Health	<input type="checkbox"/>	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.

SignatureDate

Note: We must respond to your request within 30 calendar 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:

**Oadby and Wigston Borough Council
 FAO Data Protection Officer
 Brocks Hill Council Offices
 Washbrook Lane
 Oadby
 Leicestershire
 LE2 5JJ**

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);

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 both

If there is anything about this form which is unclear, or if you would like advice about your application or assistance with completion, please email compliance@oadby-wigston.gov.uk or contact the Data Protection Officer at 0116 288 8961.

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 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 searches started	
Date searches returned	