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| --- |
| **This form is for any person who wishes to apply for access to personal data held by Harborough District Council. Please read the Subject Access Request Guidance Notes below before completing this form. A separate form should be completed for each individual.** |
| NOTE: This is not a mandatory form – Subject Access requests made in other formats will also be accepted but this form is designed to assist the process. |

**Subject Access Request Guidance**

**Please read before filling in the Subject Access Request Form**

**Which sections should I complete?**

**Sections 1, 2, 3, 4 and 5** should be completed for all applications.

**Sections 6, 7 and 8 (Representative Details and Authority to Release Information to a Representative)** should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

**Section 3 (Proof of the applicant’s identity) -** If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

This form is designed to assist the process of making a subject access and, as a consequence, may speed the process up; but it is not mandatory, all subject access requests made in other formats will also be processed.

**What information will help with the processing of my subject access request?**

Identification of relevant records will be easier if you can provide any references issued by Harborough District Council (HDC) relating to any relevant communications you may have had with the Council.

If you cannot provide us with satisfactory proof of identity, your application will be rejected and the request will be denied in full.

**What information does Harborough District Council hold?**

HDC holds information relevant to the conduct of its functions which will include, but not be restricted to, personal information about e.g. applications for planning, housing or benefits assistance etc. However, some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies.

**How long will it take to get my data?**

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection legislation, and have provided sufficient information, you should receive a response within one calendar month from the date of receipt (unless further information is reasonably required.)

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

**General Notes:**

1. Your request will be acknowledged in writing or by email upon successful acceptance of your request. You will be issued with a unique reference number in case you need to contact us.
2. There is no fee for making a request of this nature. However, the Council does reserve the right to make a reasonable charge to cover postage and other disbursements.
3. When we process information requests for children aged 16 or over and spouses, we require their signature of authority before disclosing data. A separate application form should be completed for each individual. Sections, 4 and 5 should be completed by a parent/guardian for a child under 16.
4. The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible. However, as some records will include third party information that we cannot release to you under the data protection legislation, e.g. another person’s data, this is removed.
5. We will not disclose information by fax or telephone. Disclosure by post is usually made by first class post to the address you provide in section 2 or, if appropriate, to your representative named in section 6. A signature will be required.
6. The information provided in this form will not be used for any purpose other than helping the Council to make an assessment of eligibility for an individual to receive requested personal data and for internal audit purposes.

**Checklist**

Have you completed all relevant sections of the form?

If you are a representative, has your client signed the authority in Section 8 or provided a separate signed note of authority?

If you are submitting the form yourself, have you signed the form at Section5?

If you are signing as a parent or guardian of a child under 16, have you provided a photocopy of their full birth certificate, photocopies of any court orders and proof of your parental responsibility?

Have you enclosed two pieces of identification from the lists in Section 3
(one from each of A and B)?

Have you signed the declaration in Section 5?

Have you provided as much information as possible to enable us to find the data you require?

**Please send your completed form, proof of identity to:**

Information & Complaints Team

Harborough District Council

The Symington Building

Adam and Eve Street

Market Harborough

Leicestershire

LE16 7AG

The Data Protection Officer can be contacted via:

Email: FOI@harborough.gov.uk

**Section 1 – Applicant Details**

|  |  |
| --- | --- |
| Title (please tick one): | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Title (please state): |
| Forename(s): |  |
| Family Name: |  |
| Previous Family Name: |  |
| Other name(s) known by: |  |
| Date of Birth (dd/mm/yyyy): | ……../……./………. Male [ ]  or Female [ ]  |
| Nationality: |  |
| Place of Birth: |  |
| Please give details of any other known reference numbers issued by HDC | Other references: ……………………………..…………………………State context: ……………………………………………………………. |
| Additional Information | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

 **Section 2 – Applicant Details**

|  |  |
| --- | --- |
| Current Address: |  |
|  |
|  |
|  |
| Postcode |  |
| Daytime Telephone No: |  |
| Email Address: |  |
| Previous Address:  |  |
|  |
|  |
|  |
| Postcode: |  |

**Section 3 – Proof of the applicant’s identity**

|  |
| --- |
| In order to prove the applicant’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. **Please DO NOT send an original passport, driving licence or identity card** |
| **List A (photocopy of one from below)**  |  | **List B (plus one original from below) \*** |  |
| Passport/Travel Document | [ ]  | A letter sent to you by HDC  | [ ]  |
| Photo driving licence  | [ ]  | Utility bill showing current home address | [ ]  |
| Foreign National Identity Card  | [ ]  | Bank statement or Building Society Book  | [ ]  |
| Child under 16 : Full birth certificate | [ ]  |  | [ ]  |
|  | [ ]  |  | [ ]  |
|  | [ ]  |  | [ ]  |

\* We will try to return any original documents you send to us by first class post.

**Section 4 – Details of Information Required**

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

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**Section 5 – Declaration**

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Harborough District Council may need to obtain further information from me/my representative in order to comply with this request.

|  |
| --- |
| **Please sign and date below.** |
| Signature of Applicant: | Date: |

**Section 6 – Representative Details**

(If completed HDC will reply to the address you provide in this section)

|  |  |
| --- | --- |
| Name of Representative: |  |
| Company Name: |  |
| Address & Postcode: |  |
|  |
|  |
|  |
| Daytime Telephone No: |  |
| Email Address: |  |

**Section 7 – Proof of the Representative’s identity**

|  |
| --- |
| Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying. **Please DO NOT send an original passport, driving licence or identity card** |
| **List A (photocopy of one from below)**  |  | **List B (plus one original from below)**  |  |
| Passport/Travel Document | [ ]  | A letter sent to you by HDC  | [ ]  |
| Photo driving licence | [ ]  | Utility bill showing current home address | [ ]  |
| Foreign National Identity Card | [ ]  | Bank statement or Building Society Book  | [ ]  |
|  | [ ]  |  | [ ]  |
|  | [ ]  |  | [ ]  |

**Section 8 – Authority to release information to a Representative**

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

If the applicant is signing as the guardian of a child under 12, proof of legal guardianship must also be provided.

|  |
| --- |
| I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the relevant data protection legislation.  |
| Signature of Applicant: | Date: |
| Signature of Representative: | Date: |

**Section 9 – Timescale**

If you have specific reasons for requiring data by a specific date please give details below: \*

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| --- |
| (a) Date required: |
| (b) Reason (please state and supply supporting evidence): |
|  |
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**\**Please note that the date you specify above may not be achievable in the event that a request is substantial and voluminous.***

**Office Use Only**

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| --- |
| Identity of the applicant/representative verified to the Authority’s satisfaction?: YES / NO  |
| Officer’s Signature: | Date: |
| Notes/Observations: |