

# Subject access request

## Application form



The Data Protection Act 2018 and GDPR provides Data Subjects (individuals to whom “personal data” relates) with a right to access data held about them.

Please complete this form giving as much information as possible in order to assist us in identifying your personal data. Once the required information has been submitted and the Council is satisfied with your identity you will receive a response within one month.

Please provide copies (photocopies are valid) of TWO official documents listed in Section 2 of this application. Between them they should clearly show your name and current address (one showing date of birth if possible). Please also include any documentation that proves any change of name, such as a copy of a marriage certificate.

**Please return the completed form by email to: [privacy@newark-sherwooddc.gov.uk](mailto:privacy@newark-sherwooddc.gov.uk)**

# 1. About you

Our reference:

The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you.

Your name

Previous name  
*(if applicable)*

Date of birth

Current address

Post code

Length of time    Years:    Months: at this address

Email address

Telephone no.

If you have lived at the above address for less than two years please give details of your previous address:

Previous address

Post code

Dates of    From:    To: occupancy

## 2. Proof of identification and entitlement

Please note that you will be required to provide two forms of identification before we can process your request. These need to be emailed to us at [privacy@newark-sherwooddc.gov.uk](mailto:privacy@newark-sherwooddc.gov.uk) or bringing in to our headquarters at Castle House, Great North Road, Newark, Notts NG24 1BY. Examples of identification you will need to provide us with are: Birth certificate, Driving licence, Passport or an official letter with your address on. Between them they should clearly show your name and current address (one showing date of birth if possible). Please also include any documentation that proves any change of name, such as a copy of a marriage certificate.

## 3. Details of the information you require

In order for the Council to identify what data you require access to, please state in your own words the information you require, the department(s) or service(s) from which you require the information and quote any reference numbers or account numbers you have been given. Please also provide any previous addresses this information may relate to. The more accurate you can be the quicker we can send you the information you require.

*Please tick*

Council Tax Collection

Benefits

Housing

*(Any information about your housing tenancy need to be directed to Newark and Sherwood Homes Ltd)*

Planning

Complaints

Leisure

Rents and Recovery

Other – please specify

## 3. Details of the information you require

Please describe further the information you require including relevant dates and addresses:

## 4. Data subject declaration

In exercise of the right granted to me under the terms of the the Data Protection Act 2018 and GDPR, I request that you provide me with a copy of the personal data about me which you process for the purpose I have indicated above.

I confirm that the above is all of the personal data to which I am requesting access and which is held by the Authority for its purpose.

I confirm that I am the Data Subject and not someone acting on his/her behalf.

Signature of Data Subject

Date

Please note that the information you provide on this form will be recorded for administrative purposes and may be used for statistical analysis. We will not disclose or share your personal information for any other purpose.

## Guidance notes

### 1. About you

Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses with dates. Use a separate sheet of paper if required.

### 2. Proof of identification...

Proof of name and address is required to ensure we only give information to the correct person. We require two pieces of documentation, for example, a recent utility bill (less than 12 months old), bank statement, passport or photo ID driving licence. Between them the ID documents should confirm your name and address. Please provide proof of change of name document(s), if relevant (photocopies are acceptable).

### ...and entitlement

Under the the Data Protection Act 2018 and GDPR, only the data subject has a right to ask to see their own records. We normally expect the subject access request to be made by the data subject; all individuals aged 16 or over should make their own subject

access requests if they have the mental capacity to make their own decisions (mental capacity as defined in the Mental Capacity Act 2005), unless they appoint someone else to make the subject access request on their behalf.

People making subject access requests on behalf of the data subject need to demonstrate that they have the right to do so.

For persons who lack the capacity to manage their affairs, the only person who can make a request for access on that person's behalf is an individual acting under an order of the Court of Protection or acting within the terms of a registered Enduring Power of Attorney.

Persons who have capacity can appoint agents to act on their behalf. Agents should always be asked to provide written proof of their authority (and possibly proof of their identity and relationship to the individual on whose behalf they are acting).

NB - The fact that another family member pays rent, council tax or hands in a benefit claim form on behalf of an elderly or incapacitated person should not be taken as proof that the family member is empowered to act for the data subject in all other matters.

### 3. Details of the information you require

You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. You should also give any relevant reference numbers that might be used for you. These details are required to assist location of your information so you can be given a copy of everything held about you, as required by the Regulations.

If you have any questions relating to identification requirements or any other aspect of a subject access request, you can email the Information Governance Officer at [privacy@newark-sherwooddc.gov.uk](mailto:privacy@newark-sherwooddc.gov.uk) or telephone us on 01636 650000.