

SUBJECT ACCESS REQUEST FORM

Under Data Protection Legislation you have a statutory right to request confirmation that the council is processing your data and to request to see information that the council holds about you. These rights enable you to a confirmation that your data is being processed; confirmation on how and why your data is processed; the purpose for which it is used; and to whom your data may be disclosed.

You have a right to see your own personal data. Please note that this does not necessarily mean you will see copies of documents that contain your personal data. Although, if the easiest way to provide the relevant information is to supply copies of original documents, we will do so where possible.

To ensure proper security, the Council must be sure of your identity before complying with a subject access request. To confirm your identity, we need to see an official document with a photograph, such as a driving licence or a passport.

Any personal data will be provided to you electronically (by secure email). Other methods of disclosure may be possible upon a request basis, but this depends on circumstances and is at our discretion.

To request to see your records, please complete the relevant sections of this form, provide proof of identity, read and sign the declaration and then send the completed form to the Information Governance Team:

By email:

informationgovernance@herefordshire.gov.uk

By post:

Information Governance Team
Herefordshire Council
Plough Lane
Hereford
HR4 0LE

If you are making the request on behalf of another individual to access their information, we will need written consent from the individual to whom the data relates as well as your proof of identity. This will also include Children's records where applicable.

If you have legal authorisation to act on behalf of an individual, such as if you act with power of attorney or as a litigation friend, you will need to provide a copy of that authorisation to evidence it.

We cannot provide any information relating to adoption records through this process – you will need to request these by contacting your local Adoption Service. In Herefordshire this is Adoption Central England (ACE): 0300 369 0556 enquiries@aceadoption.com

If you do not provide everything we need to process your request we will contact you for further documentation and/or clarification before we can start your request.

Current Data Protection Legislation allows for information to be withheld in certain circumstances. Where Herefordshire Council decides to withhold information, you will be informed in writing as to why this has happened.

We can refuse your request if it is manifestly unfounded or excessive, such as if it is repetitive. We will explain why we consider your request to be manifestly unfounded or excessive if we do refuse it.

1. Details of the person making the request	
Title:	
First name(s):	
Surname:	
Any other names that you have been known by:	
Date of Birth:	
Address:	
Daytime tel no:	
Email address:	

2. Are you requesting information about yourself (you are the Data Subject)?	
If Yes	Please go to section 4
If No	If you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so and proof of identity relating to them. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. The Council will contact you if further evidence is required (please complete section 3).

3. Details of the Data Subject (if requesting information on behalf of someone else)	
Title:	
First name(s):	
Surname:	
Date of Birth:	
Address:	
Daytime tel no:	
Email address:	
Relationship to Data Subject	

4. Describe the information you are requesting
<p>Please use this section to tell us what personal data you would like to see. 'Personal Data' means information relating to you as the Data Subject.</p> <p>If you are only seeking certain records, it would be helpful for us to know which types of record you are seeking, such as Social Services records, Benefits records, Complaints records, etc., the team or service you had contact with, any reference numbers, dates, officer names and if you would like to see only specific document(s), for example a specific departmental file or form.</p> <p>Please be as specific as possible, this will help speed up our response.</p>

Please note, only personal data relating to the Data Subject will be provided.

<p>Declaration:</p> <p>I certify that the information given on this form is true and correct.</p> <p>Signed: _____ Date: _____</p>

Return Address

Information Governance Team
Herefordshire Council
Plough Lane
Hereford
HR4 0LE

Email: informationgovernance@herefordshire.gov.uk

The personal information collected on this form helps us to process your Subject Access Request (SAR) and will **only** be used in connection with this request. Records of requests will be kept for 6 years after the closure of the request for operational, statistical and audit purposes.

If as a result of the response to your request you are dissatisfied with the way we are using your personal information you should raise the matter with the Data Protection Officer who can be contacted via the address above. We will do everything we can to put the matter right if the council has not processed your data correctly. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office, whose web site is <https://ico.org.uk/>