Request for Access to Personal Information

Data Protection Act 2018

Under the EU General Data Protection Regulations and the Data Protection Act 2018, you have the right to ask any organisation whether it holds any of your personal data and to see a copy of that information. This includes data held on computers, paper files and closed circuit television systems (CCTV).

If you require copies of information the council may hold, please complete all sections below and return this form, giving as much information as possible to help us identify your personal information and send it to us together with the necessary verification details.

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| **Part 1: What rights are you exercising?** | |
| **The right to be informed – you have the right to know**  **what information the council is processing about you**  **The right to rectification – you have the right to correct**  **or rectify any inaccuracies in your records**  **The right to erasure or right to be forgotten – you have the**  **right to ask for your details to be removed from the systems**  **that we use to process your personal data**  **The right to restrict processing – you have the right to restrict**  **the processing of your personal data in certain ways**  **The right to data portability – you have the right to ask for the**  **transfer of your personal data to other controllers**  **Rights in relation to automated decision making and profiling.**  **If you believe we have made an automated decision about you**  **have the right to ask us to review that decision.** | |
| **Part 2: Person that the information relates to (data subject)** | |
| Full Name: |  |
| Date of Birth: |  |
| Address: |  |
| Previous Address (if less than 3 years at address above): |  |
| Telephone Number: |  |
| Email address: |  |
| Relationship to organisation: |  |
| Identifying Reference Numbers: |  |
| Please enclose one piece of identification from each of the lists  below as proof of the identity of the  data subject:  1. Examples of acceptable name identification:  - Current driver’s licence  - Current passport  - Birth certificate  - A copy of a change of name  document for instance a marriage  certificate.  2. Examples of acceptable proof of address:  - recent utilities bill;  - Bank statement;  - Council tax bill  - Recent correspondence with the  council  \* Bills should be no more than 3 months old. | Item 1: |
| Item 2: |

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| **Part 3: Is the request about your information (are you the data subject)?** | | | | |
| No the information is not about me (go to part 3). | | | Yes the information is about me (go to part  4) | |
| **Part 4: Person (agent) acting on behalf of the data subject** | | | | |
| Full name: | |  | | |
| Address: | |  | | |
| Telephone Number: | |  | | |
| What is your relationship to the data subject? (e.g. parent, carer, legal  representative) | |  | | |
| Please enclose:  1. Written proof of your authority to act on behalf of the third party, acceptable authority includes:  - a letter of authority  - lasting or enduring power of  attorney  - evidence of parental responsibility;  - Other (please specify); *and,*  2. Enclose a form of acceptable  name identification (listed above) for yourself | | Item 1: | | |
| Item 2: | | |
| **Part 5: Details of request (please continue on another sheet if necessary)** | | | | |
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| If relevant please include dates the information relates too: | From: | | | To: |
| Any additional details (such as contact names, references etc): |  | | | |

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| **Part 6: Declaration** | |
| I certify that the information given on this form is true. I understand that it is necessary for Maidstone 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. | |
| Signed: |  |
| Date: |  |
| **Note**: we must respond to your request promptly and within one month. 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 email this completed form to:**  [**dataprotectionofficer@maidstone.gov.uk**](mailto:dataprotectionofficer@maidstone.gov.uk)  **or send it to:**  **Data Protection Officer**  **Policy and Information**  **Maidstone Borough Council Maidstone House**  **King Street Maidstone Kent**  **ME15 6JQ**  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 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 on: 01622 602000.  Thank you. | |