**APPLICATION FOR ACCESS TO PERSONAL INFORMATION**

Everyone has a right to request a copy of the personal information held about them. Individuals who make requests for their own personal information are often referred to as the ‘data subject’. A request for your own personal information is called a **'subject access request'** or **SAR** and we are required to respond to a valid request within 1 calendar month. Sometimes we withhold information because the law requires us to, or allows us to, and these are called exemptions.

The easiest and often quickest way to make a request is by completing this form. Whilst you don’t have to use our form, it does help us to locate the information you are looking for and verify your details quickly and easily. A subject access request can be submitted by any means, i.e. by post, by email or even verbally. Whichever method you use, please try to provide us with enough detail to allow us to locate the information you are seeking. If your request is unclear, we may need to contact you again to verify your identity or request further information from you.

**Making a request for someone else’s personal information**

A data subject can allow any other person, such as a relative or friend, to make a subject access request on their behalf. In most cases we will need you to provide written authority from the data subject and a copy of their proof of identity.

**Making a request for a child’s information**

As a general rule, we believe by the time a child reaches the age of 13 that they are old enough and mature enough to make their own request for information. Where an adult or parent makes a request on behalf of a child we may (if appropriate) contact the child to discuss the request and make sure they are happy for the information to be shared with the requester.

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| --- | --- |
| **SECTION ONE** | |
| **Whose personal information do you want access to?**     * My own   (Please tick and complete **Sections 2, 4 and 6**) ☐  **OR**   * Someone else’s as I am acting on their behalf   (Please tick and complete **Sections 3, 4, 5 and 6**) ☐ | |
| **SECTION TWO - Only complete if you are requesting your own information** | |
| **Your own details:**    Title: \_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Maiden or previous Names (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date of Birth: \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_ | |
| Current Home address:          Postcode: | Previous addresses within the area:  (if less than 2 years)          Postcode: |
| **Your contact details:**    Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **SECTION THREE – Only complete if you are requesting someone else’s information** | |
| **Details of the Data Subject:**    Their Title: \_\_\_\_\_\_\_\_    Their First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Their Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Their Date of Birth: \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_ | |
| Their current home address:          Postcode: | Their previous addresses within the area:          Postcode: |
| **Their contact details:**    Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Your own details for contact purposes:**    Title: \_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Your email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Your telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **SECTION FOUR – To be completed by all** | |
| Please describe the personal information you wish to have access to and the departments or services you have dealt with (You should read the explanatory notes first, especially if you are seeking CCTV footage, as the notes explain what information we require) | |
| To speed up your request if you only need access to certain records, you can provide a specific date range: | |
| Please list any references or account numbers that may be relevant to your request: | |
| **SECTION FIVE – Only complete if you are requesting someone else’s information** | |
| **PROOF OF AUTHORITY:**    Where you are asking for access to personal information about another person you are must prove that you have appropriate authority to do so.    **Please tick the relevant box and supply the relevant documentation as part of your request:**     * The child is under the age of 13 and I am the child’s parent/carer. I enclose proof of parental responsibility ☐      * The child is over the age of 13 and I enclose written consent from the child to allow me to access their personal information ☐ * I am the legal representative and I enclose written authority from my client ☐      * I am requesting the information on behalf of the individual and I enclose written   authority from them, or power of attorney to act on their behalf ☐    **OR**     * Other (please provide further details and someone will contact you to discuss the request)     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **SECTION SIX – To be completed by all** | |
| **PROOF OF IDENTITY**  This is required to verify the identity and confirm current address of the data subject to check against our records. If you are acting on behalf of another person you will need to provide a copy of their documentation. Please confirm which documents below you will be providing.  **We require one from each list**:     |  |  | | --- | --- | | **Proof of address** | **Proof of identification** | | Council tax bill | Passport | | Driving licence | Driving licence | | Recent Bank Statement | Birth certificate | | Recent Utility Bill |  | | |
| **DECLARATION**  The information I have provided on this form is true. I understand that I must give the council enough information to allow them to verify my identity and locate the information I’m requesting. I understand that Havant Borough Council does not have to comply with my request unless I do this.  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**HOW YOUR INFORMATION WILL BE USED**

The information provided on this form will be used for handling your subject access request and will be shared with relevant persons to allow us to process your request. For further details of how we use your information and to understand your rights please see [our privacy policy.](https://www.havant.gov.uk/privacy-policy)

**Making your request**

Email [dp@havant.gov.uk](mailto:dp@havant.gov.uk) with scanned or electronic versions of your form and identity documents.

Or by post to: Information Governance Team,

Havant Borough Council

Public Sector Plaza

Civic Centre Road

Havant

Hampshire

PO9 2AX

Explanatory notes - completing the form

**Section Two**

Please complete your personal details as requested. If it will help us find your information, please tell us if you have been previously known by any other name(s) and/or provide your previous address(es). You do not have to provide your telephone number or email address, but doing so will help us to contact your more easily if we need to ask you for further information.

**Section Four**

To speed up the process, it is important that you provide us with enough detail about the information you are seeking. Please mention the service area/activity if known or the names of any officers with whom you have dealt. You should give any relevant reference numbers that might have been used previously in relation to you. This will help us locate the information you seek and to avoid needing to come back to you for more information.

**CCTV footage requests**

In completing section 4 of the form, you need to provide:

* where you were and your direction of travel (you could show this on a map)
* the approximate time (to the nearest 15 minutes)
* what you were wearing, including a description of any distinctive/colourful clothing
* whether the images of any other people are likely to appear in the same footage

In addition to other proofs of ID, you will need to supply a recent photograph of yourself.

**Section Six**

The Council is committed to protecting your personal information. For this reason, we need proof of your identity to make sure your information is not improperly disclosed to anyone else. We will need 2 forms of documentary evidence confirming that you are who you say you are. Copies of proofs of identity will normally be accepted, but we reserve the right to have sight of original documentation if required. Examples of proof of identity are current council tax or utility bill, driving licence or similar document showing your name and current address (no more than 3 months old).

If you deliver your form in person, the receiving officer will verify your identity so you can take the original documents away with you as soon as they have been checked.

Where someone (an “agent”) is making the request on your behalf, they will need to provide evidence that they are entitled to do so (such as a signed letter of authorisation from you).

This is in addition to providing proof of your identity, as detailed above.

**Time limit for responding**

As soon as you have supplied sufficient information and ID, the Council will gather the information you require and respond to your request as soon as possible and usually within one calendar month.

An extension of a further two months can be claimed by the Council where your request(s) are complex or numerous. If the Council intends to claim this extension you will be notified within one month of the Council receiving your request.

**Disclosing information**

Normally we will disclose the requested information but on occasion it may not be possible to do this if supplying the information would be likely, for example, to compromise:

• The way crime is detected or prevented

• Catching or prosecuting offenders

• Assessing or collecting taxes or duty

In some cases your right to see certain information may be limited by law. Also, sometimes we may need to withhold your information where disclosing it would reveal personal information about other people. For more information please see our Guide to Subject Access Rights.

**Complaints**

If you are not satisfied with the response to a request for access to your own personal information, whilst you have the right to contact the Information Commissioner directly, we ask that you contact the Council first. In practice the Information Commissioner will expect all complaints about subject access requests or the exercise of another right under data protection legislation to be raised with the Council before involving the Commissioner.