



Subject Access Information Request Form

Under the Data Protection Act 1998, you are entitled to request access to personal information held about you by South Kesteven District Council. Completing this form will help us in locating your information quickly and efficiently. Please note that a fee of £10 is payable for all subject access requests.

Section 1 – Proof of identification

In the boxes below, give details of the name of the person completing this form:

Surname		Forename (s):	
Previous/alternative names			
Date of birth:			

Current address

House/flat no. & street		Town/city	
County		Postcode	
Telephone/mobile no:		Email	

If you are the data subject or are acting on behalf of the data subject please provide original proof of your identity bearing your name and address (i.e. passport, driving licence, birth certificate (or certified copy), or at least two official letters – e.g. from a utility company).

If you are acting on behalf of the data subject please see Section 2.

Please state below what evidence you have enclosed:

Birth Certificate		Passport		Driving Licence		2 Official Letters	
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Section 2 – Acting on behalf of data subject (if applicable)

If you are acting on behalf of the data subject with their written or other legal authority, please state your relationship with the data subject e.g. parent, legal guardian, or solicitor and the purpose for which the data is being collected (see notes attached).

Please enclose proof that you are legally authorised to obtain this information. The proof could be a letter of authority, letters or official forms addressed to you on behalf of the data subject. Photocopies cannot be accepted. Once entitlement has been established, we will take a copy of the documents you have supplied to us and will return the originals to you.

Please state below what proof of authority you have enclosed:

Letter of authority:		Correspondence:		Official forms:	
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Section 3 – Data subject’s details

3(a) – Details of the data subject (before completion please see “notes” attached)

In the boxes below, give details of the name of the person of the data subject request (if different from Section 1):

Surname		Forename (s):	
Previous/alternative names			
Date of birth:			

Current address

House/flat no. & street		Town City	
County		Postcode	
Telephone/mobile no:		Email	

3(b) – Additional personal information

Please provide details of any additional information i.e. previous addresses you feel may be of assistance to this request:

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Section 4 – Locating your records

To be able to locate the information you are seeking quickly and efficiently, we would ask that you indicate by ticking (✓) the appropriate section(s) below. If you are unable to do this, please specify the type of information you are seeking in the box 'Additional information'.

Venue & Facilities		Building Control	
Benefits & Revenues Services		Housing	
Business Transformation		People & Organisational Development	
Council Tax and Benefits		Legal Services	
Customer Services		Business Trade & Licensing	
Democracy Services (including electoral registration)		Planning	
Economic Development		Street Care Services	
Environmental Health		Neighbourhood Services	
Finance & Risk			
Other – specify:			

Additional information

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Section 5 – Declaration

Please read the following declaration carefully, then sign and date it. Please note that any attempt to mislead may result in prosecution.

I, (name) certify that the information provided on this application to South Kesteven District Council is true. I understand that it is necessary for the council to confirm my/the data subject's identity and that it may be necessary for the council to request more details from me.

Signature:		Date:	
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CHECKLIST

Please ensure that you have completed the form and tick the boxes below:

Have you completed all appropriate sections?	
Have you signed and dated the form?	
Have you enclosed the appropriate proof of identity/authority?	
Have you enclosed a fee of £10?	

Please return the completed form to:

The Data Protection Officer, Legal Services, South Kesteven District Council
Council Offices, St. Peter's Hill, Grantham, Lincolnshire, NG31 6PZ

OFFICIAL USE ONLY:

Date received:		Identity confirmed:	
Fee paid:		Date referred to relevant service areas:	
Enquiry log no:		Date response to data subject:	

NOTES:-

Data Subject: The person who is the subject of the information being disclosed.

Proof of Identification: To maintain the security of the information held about the data subject. This helps to ensure we do not release that personal information to anybody else.

- * Data Subject – your identification to verify you say who you are i.e. birth certificate, driving licence, passport, official correspondence
- * Third party request: (a) written authorisation by data subject to act on their behalf
(b) Identification of self i.e birth certificate, driving licence or passport

Consent to application by a Third Party: Under the Data Protection Act 1998, an individual is entitled to ask the authority for a copy of personal information which it holds about him/her for the purposes of providing services to the individual. The information, which the individual is entitled to receive from the authority includes a description of these purposes, recipients to whom the data are disclosed and the sources of the data. This entitlement is known as the "Right of Access to Personal Data". This access may also be granted by another person acting on behalf of the data subject providing written consent is given by the data subject.

Please note that in general requests for information about a person other than yourself will be rejected except in the following situations:

- * Parents can request information about their children if they are under 16 years of age – although there is not automatic right to the data.
- * A solicitor may request information on behalf of a client.

Data Protection Principles: There are eight principles within the Data Protection Act 1998 which briefly say that the data must be:-

1. Fairly and lawfully processed
2. Processed for one or more specified purposes
3. Adequate, relevant, and not excessive.
4. Accurate
5. Not kept longer than necessary
6. Processed in accordance with data subject's rights
7. Secure
8. Not transferred to countries without adequate protection