

Data Protection Act 1998

Subject Access Request - Application Form

Subject to certain exemptions, you have a right to information held about you i.e. your personal data. You as the Data Subject have a right to a copy of this data and to receive it within 40 calendar days.

If you wish to exercise your right to access personal data that Barnet Council holds about you, please carefully complete all relevant sections of this form. The information asked for is necessary to enable Barnet Council to trace any personal data relating to this request. We may need to contact you again to verify your identity or request further information needed to help us in our search.

1. Your details (PLEASE WRITE IN BLOCK CAPITAL LETTERS)

Name: (Please list first name, middle name, surname or any previous name which may be relevant) _____	
Title: Mr/ Mrs/ Ms/ Miss/ Other (please state)	Date of Birth: ____ / ____ / ____
Contact telephone no: <i>(this will assist us if we need to clarify any information)</i> _____	
Email address: <i>(optional)</i> _____	
Current address: _____ _____ _____ Post code: _____	Previous address: (if lived at current address for less than 3 years) _____ _____ _____ Post code: _____
Length of time at this address: _____	Length of time at this address: _____
Please detail any other information that may be relevant to your request: _____ _____	

2. Whose information are you seeking?

	<i>Please tick</i>
My own	
Someone else's	
Both mine and someone else's	

Go straight to Section 5

N.B.

Making a request on behalf of someone else

A Data Subject may authorise any other person, e.g. a relative, to make a subject access request on their behalf. In most cases, we will need written authority from the Data Subject and a copy of their proof of identity (see Section 5 below).

Making a request for a child's information

If you wish to make a request for your child's information, please bear in mind that a child is, in theory, entitled to a make their own subject access request. Where it is felt that the child is of a sufficient age and maturity to understand the nature of the request, we may need to contact the child to discuss the request and ensure they are happy for the request to proceed.

3. If you are requesting someone else's information on their behalf please provide their details below: -

<p>Their name: (Please list first name, middle name, surname or any previous which may be relevant)</p>	
<p>Title: Mr/ Mrs/ Ms/ Miss/ Other _____</p>	<p>Date of birth: _____ / _____ / _____</p>
<p>Contact telephone No: <i>(this will assist us if we need to clarify any information)</i></p>	
<p>Current address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post code: _____</p>	<p>Previous address: (if lived at current address for less than 3 years)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post code: _____</p>
<p>Length of time at this address:</p> <p>_____</p>	<p>Length of time at this address:</p> <p>_____</p>

5. What information are you requesting?

Please describe the type of information you wish to see:

Please list the departments or service which you believe hold this information:

Any dates (where relevant) to the information being requested:

Any relevant references:

Any relevant account numbers:

6. Proof of identity

To confirm that you are the Data Subject please enclose;

A photocopy of your:

- passport; or
- driving licence; or
- birth certificate.

AND

A copy of

- a recent bank statement (with full address) dated within the last 3 months; or
- a recent utility statement (with full address) dated within the last 3 months; or
- Barnet council tax number

N.B. If you are acting on behalf of the Data Subject you are still required to provide the above documentation on their behalf.

7. Declaration

Section 55 of the Data Protection Act 1998 - 'Unlawful obtaining of personal data'

A person must not knowingly or recklessly, without the consent of the data controller

- a) obtain or disclose personal data or the information contained in personal data, or
- b) procure the disclosure to another person of the information contained in personal data.
- c) A person who contravenes Section 55 of the Data Protection Act 1998 is guilty of an offence

Signed: _____ Mr/ Mrs/ Ms/ Miss/ Other: (please state)_____

Date: _____

8. Fee

Under section 7(2)(b) of the Data Protection Act 1998 the council is entitled to charge for access to personal data. The current fee is £10. Please make cheques payable to the London Borough of Barnet.

There is no charge for students, pensioners, staff, benefit claimants and those on Income Support. Please provide suitable evidence in support of this exemption.

9. Submitting your application form:

Please ensure: -

- you have completed all relevant sections
- you have signed the declaration
- you have enclosed relevant forms of identification
- you have enclosed a cheque for £10 (if applicable)
- you have enclosed a copy of written authority from the Data Subject or written authority such as Power of Attorney (*if applicable*)

Please send your application form to: -

Information Management Team
London Borough of Barnet
North London Business Park
Building 2
Oakleigh Road South
London
N11 1NP

Privacy Statement

Barnet Council has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of crime. We may also share information with other council departments or external organisations in order to undertake our functions as a local authority. We will always comply with the requirements of the Data Protection Act 1998 and never give information about you to anyone else, or use information for another purpose unless the law allows us. If you want to know more about how your information is used visit www.barnet.gov.uk/privacy

Form Last reviewed January 2014