

Subject Access Request Form

The General Data Protection Regulation and the Data Protection Act 2018 expands your right to access personal information which the Council holds about you. The Council has **one calendar month** to provide a copy of the personal information you have requested.

If you have any issues during your subject access request- you have the right to lodge a complaint to the Information Commissioner's Office, in writing: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113

Section 1- Personal Details of the Data Subject (The person the information is about)

1. Are you making a request for information on your own behalf?

- YES Complete Section 1 and 3**
 NO Complete Section 1, 2 and 3

Full Name:

Include any previous names:

Address:

Phone Number (Daytime):

E-mail Address:

Date of Birth:

Now you have completed section 1, you MUST also complete Section 3

Section 2- Making a request on the behalf of someone else

If you are making this request on behalf of someone else- state the nature of your relationship (parent/carer/social worker/legal representative/other):

Provide the following information about yourself:

Full name:

Include any previous names:

Address:

Phone Number (Daytime):

Email:

Date of Birth:

Now you have completed section 1 and 2, proceed to complete Section 3

Section 3- Information the Council needs to know

Provide details of the personal information that you would like to access.

What is the information you are looking for?

PROOF OF IDENTITY

There are **two options to prove identity**. If you are the person the information is about you can bring **two original documents** to prove your identity in person to the Data Protection Officer at Dumfries and Galloway Council Headquarters, English Street, DG1 2DD. One of these documents must be **photographic identity**. These can be original documents of the following: passport; photo card driver's licence; letters from a government department; bank/building society or credit card statements; gas, electricity or council tax bills (less than 3 months old); letters from a hospital/doctor

The second option is to provide two **certified documents** to prove your identity. These can be photocopies of two of the following: passport; photo card driver's licence; letters from a government department; bank/building society or credit card statements; gas, electricity or council tax bills (less than 3 months old); letters from a hospital/doctor. **At least one** of the documents must contain **your signature** to compare it with the **one below**.

Who can certify a document

To certify documents, ask a professional person or someone well-respected in your community ('of good standing') such as:

- bank or building society official
- councillor
- faith leader/ minister of religion
- dentist
- chartered accountant
- solicitor or notary
- teacher or lecturer

The person you ask shouldn't be:

- related to you
- living at the same address
- in a relationship with you

How to certify a document

Take the photocopied document and the original and ask the person to certify the copy by:

- writing 'Certified to be a true copy of the original seen by me' on the document
- signing and dating it
- printing their name under the signature
- adding their occupation, address and telephone number

Asking for information on someone's behalf

You can ask a person to act on your behalf when making a Subject Access Request, such as, a solicitor, carer or family member. In this case of a family member or carer making a request on your behalf the council must be satisfied that you have consented to this arrangement; **we will contact the person you are acting on behalf of to clarify they have your permission**.

A legal representative must provide an **OFFICIAL LETTER**.

A carer must provide an **OFFICIAL LETTER** on behalf of the organisation they work for as well as one form of **certified true** proof of identity which contains a signature i.e. passport, photo card driver's license.

A family member must provide **two** forms of **certified true** proof of identity; these are listed above.

If you COMPLETED section 1 and 3

I would like to have access to the personal information about me which Dumfries and Galloway Council holds as specified above.

Signature: **Date:**

If you filled out section 1, 2 and 3

You are the person making the request on the behalf of another person:

I would like to have access on the behalf of the data subject's personal information which Dumfries and Galloway Council holds as specified above.

Signature:..... Date:.....

After filling in the form, please check that:

1. All the information is correct.
2. You have put in two certified true photocopies of documents which provide proof of your identity.
3. If you are acting on the behalf of a person, ensure you have put in the above specified proof of identity to evidence this.

How will you receive your response?

Would you like to receive your response by **POST** or by **COLLECTION** ? (Tick to indicate)

Return the request by post:

Data Protection Officer, Dumfries and Galloway Council, Council Headquarters,
English Street, DG1 2DD

Or email: dataprotection@dumgal.gov.uk

The information you provide (on this form will be processed by Dumfries and Galloway Council (which is the 'data controller' for purposes of the Data Protection Act 2018). In order to process your application under the Data Protection Act 2018 and respond to

you, the **Data Protection Officer** may contact you to verify your identity or specify your request.

Dumfries and Galloway Council will not disclose the personal information which you provide to any outside person or organisation except where required to do so by law or with your consent.

For Office Use Only	
Date Subject Access Request was received:	
Date of identification verification check:	
Name of employee who verified identification:	
The request is being made on the behalf of the data subject, the date you contacted the data subject to ensure they have consented to this:	
Date you received written consent from a third party:	
Was the response posted or collected?	
Date response was sent/response was collected:	