

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 1 calendar month

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: -

Their name: (Please list first name, middle name, surname or any previous which may be relevant)	
Title: Mr/ Mrs/ Ms/ Miss/ Other _____	Date of birth: ____ / ____ / ____
Contact telephone No: <i>(this will assist us if we need to clarify any information)</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:

_____	_____
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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:

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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.

If you are known to the Council or we regularly communicate with you at a residential address we may be able to provide the information without the need for ID and/ or proof of address.

7. Declaration

Data Protection Act 2018, Section 170 - '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 170 of the Data Protection Act 2018 is guilty of an offence

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

Date: _____

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 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

How your information will be used

Barnet Council will collect and use the information you give us to undertake our functions as a local authority and deliver services to you. It is our responsibility to ensure that your information is kept safe. Where necessary and legally allowed, we will share your information with trusted external organisations, commissioned partners and contracted service providers in order to deliver services and support to you. The information we collect may be used to better understand your use of our services and assist us in improving our services. This is to ensure we are using public funds in the best possible way. Under our duty to protect public money we may use the information you have provided for the prevention and detection of crime.

For further details of how we use your information and to understand your rights please visit

www.barnet.gov.uk/privacy or email data.protection@barnet.gov.uk to request a full copy of our privacy notice.

Form Last reviewed 25 May 2018