

Data Subject Access Request



NORTHAMPTON
BOROUGH COUNCIL

Data Protection Officer

Information Governance
Northampton Borough Council
The Guildhall
St. Giles Square
Northampton, NN1 1DE
Tel: (01604) 838536

Application Form 1

Date

Access to information No.
No.

GDPR reference

General Data Protection Regulation 2018

NBC

DP

The Act gives individuals the right to request personal data held by organizations about them.

This form is only to be used when making an application for access to personal data held by Northampton Borough Council. A separate form is available for access to recorded (CCTV) images.

To assist the Council deal promptly with your request, and to satisfy the legal requirements placed upon it to ensure the identity of the individual, please complete the following.

Further information can be obtained from the Data Protection Officer at the above address.

PLEASE USE BLOCK CAPITALS

1	Applicant's surname	<input type="text"/>	Title	<input type="text"/>
	Forenames	<input type="text"/>		
	Address	<input type="text"/>		
		<input type="text"/>		
	Postcode	<input type="text"/>	Telephone No.	<input type="text"/>
	Email address	<input type="text"/>		
	Date of Birth	<input type="text"/>	*Council Tax / Benefit No	<input type="text"/>

- 2 Are you (a) The Data Subject? _____ ** YES / NO *If yes go to section 3 or*
(b) An Agent for the Data Subject? _____ ** YES / NO

If (b) please attach a copy of your written authority to act on the Data Subject's behalf.

If you do not possess written authority, please answer the following:

- What is your relationship to the Data Subject? _____ (e.g. parent)

Note: Your agent / representative will also need to provide confirmation of their identity as detailed in section 3 to show they are the person you have nominated to act on your behalf.

It may be necessary for the Council to obtain more detailed information in order to be satisfied as to your or your agent's identity and/or to locate your personal information.

* Only required if you require information from these departments

** Delete as appropriate

Notice: Information contained on this form is personal data which will be held in accordance with the obligations and principles of the GDPR 2018 and in accordance with the Council's Data Protection Notification with the Information Commissioner's Office (No. Z5256045). It will only be used to process your request and will be held for a period of 2 years following the closure of your request.

3 Identification (ID) documents

GDPR Recital 64 - 'use all reasonable measures to verify the identity of the data subject making the request' places a duty on the Council ensure personal data is only passed to the data subject. The Council uses the same two types of ID verification used by banks to safeguard your data being requested and passed to another person. You can bring your original ID documents into the Council's Guildhall Office or post them to us. Originals will be returned to you by recorded delivery with your acknowledgement letter. Your identity documents will not be shared with anyone (including other parts of the Council) and no one other than the Data Protection Officer or the Information Governance Team will have access to the information you provide. Copies of your ID and request response will be kept securely and only held for 2 years.

Section 1 – Address showing where you live				Section 2 – Personal ID showing who you are			
Utility Bill	<input type="text"/>	Rent Book	<input type="text"/>	Bus Pass	<input type="text"/>	Passport	<input type="text"/>
Bank Statement	<input type="text"/>	Other	<input type="text"/>	Driving Licence	<input type="text"/>	Other	<input type="text"/>

If other, please state
Your request cannot be processed without this information.

4 What information do you require?

Please use this space to give details of the personal data you are requesting. Include information which you feel will help locate the specific data you require such as reference numbers, dates and times, phone numbers, previous addresses, the department you dealt with.

Please continue on a separate sheet if required

5 SAR's are free to make and the Council does not normally charge one electronic copy (usually provided on a protected CDROM). Secure postage is charged at cost if responses are not collected. Additional copies of the information (**£1.50 per CDROM**) or for printed copies at the rate of **12p per printed A4 side**. You will be notified in writing if any other disbursement charges that may apply before information is disclosed. Charges are only made in accordance with 'The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004', the Council's Publication Scheme and/or any other charging structure.

6 I certify that the information given is, to the best of my knowledge and belief, correct and that I am the data subject entitled to copies of this information. I am aware that if I have knowingly made a false declaration I may be liable to prosecution.

Signed

Date

7 Please return your completed form, together with any supporting documentation to:

Data Protection Officer • Information Governance • Northampton Borough Council
The Guildhall • St. Giles Square • Northampton • NN1 1DE