General Data Protection Regulation 2018 (GDPR)

# Individual Rights

Please use this form if you would like to exercise your right of access under the General Data Protection Regulations 2018.

The details you provide on this form will be disclosed to officers dealing with your request, and will be used within Tamworth Borough Council to validate, locate and review your information.

We will endeavour to acknowledge your request within **two working days** from receipt of your request form. This time may be extended in certain circumstances. If we extend the time, we will let you know within one month that we require more time and why.

The Council is required to respond to your request within **one calendar month**. However, this period does not start until the council is satisfied about your identity, and has enough detail to locate the information you are seeking.

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| **Section A:** Details of the person about whom the council is holding data (the Data Subject) | |
| Full Forename(s): |  |
| Surname: |  |
| Other names by which you may have been known: |  |
| Date of Birth: |  |
| Tel. Number: |  |
| Email Address: |  |
| Current Address: |  |
| Previous Address:  Have you lived at a different address in the last 2 years?  If you have, please give the address you have lived at previously. If you have not, please go to section B. |  |

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| **Section B: Identification**  **Are you the person named in Section A above?**  **Yes No** | | | |
| If “YES”, in order to process your request and protect the security of your personal information, we are required to validate your identity in accordance with Data Protection legislation. Therefore please supply one of each of the below documents. Scanned copies of originals will be considered.  Go to Section D.  If **“NO”**, please complete Section C next | | | |
| **I have enclosed the following documents as proof of identity (tick those that apply)** | | | |
| **Proof of Identity** | ***x*** | **Proof of Address** | ***x*** |
| Passport |  | Utility Bill (Dated within the last 3 months) |  |
| Photo Driving License |  | Bank Statement |  |
| Birth Certificate |  | Credit Card Statement |  |
|  |  | Council Tax Bill (current year) |  |
| **If you are acting on behalf of the data subject, you will need to include written authority including a signature, or other legal documentation (e.g parental rights or power of attorney) for Tamworth Borough Council to process this request. You are also required to provide proof of identity for yourself and the data subject. If this request is related to a child who is not considered to be competent, an individual with parental responsibility may exercise the child’s rights on their behalf.** | | | |

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| **Section C:** If you are **not** the person about whom the council is holding the data,EG:you are acting on behalf of the data subject please complete this section | | | | |
| Full Forename(s): | |  | | |
| Surname: | |  | | |
| Date of Birth: | |  | | |
| Tel. Number: | |  | | |
| Email Address: | |  | | |
| Current Address | |  | | |
| What is your Relationship to Data Subject: | | (e.g. Parent/ Carer/ Spouse/ Sibling/ Solicitor/ Doctor) | | |
| You wi You will also need to enclose evidence of your identity and that of the Data Subject.  **Section D:** Please specify the information you are requesting | | | | |
| To enable us to locate the information you are requesting, please describe in detail the information you are seeking together with any relevant information such as Account Numbers, Housing Team, Dates, Employee No., Officer Names. | | Please tick the box below to indicate which type of information you are requesting:  Housing  Council Tax  Benefits  Planning  Environmental Health  Other  Information Requested: | | |
| **Please note**, any attempt to obtain personal data unlawfully may lead to prosecution. If you are not the data subject or acting on behalf of the data subject (with their written consent) but are attempting to gain access to information that you are not entitled, you will be in breach of DPA and could lead to Enforcement Action being taken by the Information Commissioners Office. | | | | |
| **Section E:** Declaration - To be completed by all applicants | | | | |
| The information you have provided within your request will be held on our database and may also be held within manual records for a period of 3 years from the date Tamworth Borough Council received your request. Any personal data that you provide to Tamworth Borough Council will be held in line with the requirements set out within the General Data Protection Regulations 2018.  For more information on how your information is used, how we maintain the security of your Information, and your rights to access information we hold on you, please visit our website at: <http://www.tamworth.gov.uk/privacy-notice> or  the ICO Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> - | | | | |
| **I declare that the information I have provided on the form is correct to the best of my knowledge.** | | | | |
| Name: |  | | | |
| Signature: |  | | Date: |  |
| Name: |  | | | |
| Signature: |  | | Date: |  |

Please return this form to the Information Governance Team via email to:

[**Data-Protection@tamworth.gov.uk**](mailto:Data-Protection@tamworth.gov.uk)