

## Subject Access Request

**Personal Data processed by Lewes District Council and Eastbourne Borough Council**

*(Please complete this form using BLOCK CAPITALS)*

Guidance Notes are attached to assist you

Under data protection legislation a person applying for information about themselves has a right to be told whether the councils process any information about them and, if that is the case, to have it communicated to them within one calendar month. Requests must be made in writing, either by letter, email or on the form below. We will only use the information you provide on this form to identify you and the personal data you are requesting access to and to respond to your request.

**Section 1 - Personal details**

|  |  |  |
| --- | --- | --- |
| Title (Mr, Mrs, etc.): |  | |
| Full Name: |  | |
| Date of Birth: |  | |
| Postal address: | | |
| Telephone Number (Optional): | |  |
| E-mail Address (if available): | |  |

* If you have lived at the above address for less than three years

|  |
| --- |
| Previous address: |

* If you are a current or former employee of Lewes District Council or Eastbourne Borough Council please provide your employee identification number and your approximate dates of employment:

**Section 2 - Service Area you wish to ask about (if known)**

Your Subject Access Request may apply to a number of services provided by the councils. If you are only interested in a specific service area, selecting it will assist us to process your request more quickly. Please indicate which service(s) you would like to access:

|  |  |  |  |
| --- | --- | --- | --- |
| Council Tax / Business Rates |  | Benefits |  |
| Housing / Homelessness |  | Planning |  |
| Licensing |  | Waste |  |
| Human Resources |  | Tourism / Events |  |
| Finance |  | Local Democracy |  |
| Other (please give details) |  |  |  |

**Section 3 – Proof of Identity**

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: [passport or photo identification such as a driver's license, national identification number card, or birth or adoption certificate. [Please also attach a copy of a bank or credit card statement or utility bill showing your current address and dated within the last three months.]

If you have changed your name, please provide the relevant documents evidencing the change. If you do not have any of these forms of identification available, please contact us for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.]

|  |  |
| --- | --- |
| Documents/identification supplied  (e.g. driving licence, passport)  *(See Guidance Note 3)* | 1.  2. |

In addition to our response to your request we will provide the following information:

* the purposes of processing
* the categories of personal data processed
* the recipients or categories of recipients who receive personal data from us
* how long we store the personal data, or the criteria we use to determine retention periods
* the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data, or to object to such processing
* the right to lodge a complaint with the Information Commissioner’s Office
* Information on the personal data's source if we do not collect it directly from you

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

The completed application form and supporting proof of identity can either be taken or sent to:

|  |  |
| --- | --- |
| Information Governance Officer  Eastbourne Borough Council  1 Grove Road  EASTBOURNE  BN21 4TW  Email - accesstoinformation@lewes-eastbourne.gov.uk | Information Governance Officer  Lewes District Council  Southover House  Southover Road  LEWES BN7 1AB  [foi@lewes-eastbourne.gov.uk](mailto:foi@lewes-eastbourne.gov.uk) |

We will respond to your request with all relevant information, or a letter explaining why we are unable to disclose the information to you within one calendar month.

**Section 4 - Data Subject Declaration**

I request that you provide me with a copy of the personal data you hold about me.

I confirm that I am the person to whom the above request relates (the data subject) and not someone acting on his/her behalf. The information, which I have supplied in this request, is correct and up-to-date.

In signing this form I confirm that I have read and understood the guidance notes attached to this form and agree with the above statement.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature (of applicant) |  | Date: |  |

Section 5 - Declaration of the Data Subject when another person(s) acts on their behalf

We accept a photocopy or a scanned image of one of the following as proof of your identity: [passport or photo identification such as a driver's license, national identification number card, or birth or adoption certificate. If you do not have any of these forms of identification available, please contact us for advice on other acceptable forms of identification. We may request additional information from you to help confirm your identity if necessary.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf: [a written consent signed by the data subject, a certified copy of a Power of Attorney, or evidence of parental responsibility.

I confirm as the person affected by this Subject Access Request that I have freely given my explicit consent to the person(s) detailed below to act on my behalf. *(See Guidance Note 4)*

In signing this form I confirm that I have read and understood the guidance notes attached to this form and agree with the above statement.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature (Data Subject): |  | Date: |  |
| Print Name: |  | | |

*Details of the person making the request on behalf of the Data Subject:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: |  | | | |
| Full Name: |  | | | |
| Postal address: | | | | |
| Telephone Number (Optional): | |  | | |
| E-mail Address (if available): | |  | | |
| Relationship to Data Subject: | |  | | |
| Signature | |  | Date: |  |

## Guidance Notes – Subject Access Request Form

**1. Personal details**

Please complete your personal details as requested. Please tell us if you have previously been known by any other name and if you have lived at your present address for less than three years, your previous address(es).

**2. Details of the information you require**

You should give as much detail as you can about the particular area(s) to search so that we can give you what you require without further correspondence. If the information you require is held in only one place you should identify that place if you can, for example a particular service area. You should also give any relevant reference numbers that might be used by the councils to identify you. These details are required to assist with locating a copy of all of your personal data processed by us.

**3. Proof of identification**

Proof of name and address is required to ensure we only give information to the correct person. For example, a photo ID such as a driving licence or passport.

The identification must show your name and address. All original documents will be returned to you.

**4. Disclosure of Information to a Third Party acting on your behalf**

In the majority of cases regardless of whether you have completed this part of the form or not the councils will often refuse to disclose information to a third party. The councils might consider releasing personal information to a third party in the following situations:

* If you have given formal written consent for someone to ask for personal information about you, the councils will release information to that person or organisation. Proof that you have the person’s signed authority is required and evidence of the data subject’s signature will be required to verify it.
* If you have a valid Power of Attorney for an individual you may make a request on their behalf. Evidence of a Power of Attorney being validated will be required before personal information is released.

Lewes District Council and Eastbourne Borough Council reserve the right to refuse to process any requests made by a third party about a data subject. If the councils’ designated officer feels that there is any doubt about the validity of the consent received from a data subject, even if apparently valid evidence of this consent has been provided, it may refuse to disclosure the requested information and will return any payments received.

Lewes District Council and Eastbourne Borough Council collect personal information about you in order to process your Subject Access Request. For further information about how we use and share your information please see our privacy notice on our website at the link below.

[Privacy Notice](http://www.lewes-eastbourne.gov.uk/access-to-information/privacy-notice/)