**INVERCLYDE COUNCIL**

**GUIDANCE FOR DATA SUBJECT ACCESS REQUEST FORM**

**If you wish to make a Data Subject Access Request to Inverclyde Council you should read this guidance note then complete the enclosed form.**

When making a Subject Access Request you must:

* Supply information to prove who you are (to eliminate risk of unauthorised disclosure)
* Provide as much detail as possible regarding the information you wish to access (e.g. where and by whom information is believed to be held, specific details of information required).
* You are not required to state **why** you wish to access the information: the details we require are merely those that will aid the efficient location and retrieval of information.

You must provide one proof of identity document (e.g. current full or provisional driving licence, passport, birth certificate) **and** one recent document with proof of address (utility bill, council tax bill, bank statement, P45/P60).

This list is not exhaustive and other forms of identification may be acceptable. At least one form of identification should contain the same signature that is on your application form or letter and one with a photograph. Please note that the Council will not be able to comply with any requests received unless satisfactory proof of identification is provided.

You can attend our Customer Service Centre at the Municipal Buildings, Clyde Square, Greenock, PA15 1LY between Monday to Thursday 8.45am to 4.30pm, Friday 8.45am to 3.45pm (every Wednesday the Customer Service Centre in Greenock will remain closed until 11am for staff training) with your original documents and we will be happy to take copies while you wait.

If you would prefer to send us copies of your documentation, please provide us with ‘**certified**’ copies. A professional person or someone well respected within your community, such as a solicitor, social worker, doctor, teacher or police officer (they must not be related to your or your partner), can certify documents by doing **all** of the following on each copy of the documents to be certified:

1. Writing ‘certified to be a true copy of the original seen by me’ on the document;
2. Signing and dating with their name printed underneath the signature;
3. Adding in their occupation, address and telephone number.

Once the Council receives a Subject Access Request, all efforts will be made to fully comply within one calendar month of receipt of your request. If we are unable to comply with your request within one month we will inform you and explain why the extension is necessary.

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| **Under the General Data Protection Regulation, you have a right to access data relevant to you. If you wish to access data about someone else then you shall require their written consent, which you must make available to us. You may be committing an offence to seek data about other individuals without their consent.** | |
| 1. **Personal Details – *we may make additional checks to verify your identity.*** | |
| **SURNAME:** |  |
| **FORENAME:** |  |
| **OTHER NAMES** (If you have been known by any other names please give details): |  |
| **SEX:** | **MALE** **□** **FEMALE** **□** |
| **DATE OF BIRTH:** |  |
| **CURRENT ADDRESS:** |  |
|  |  |
| **POST CODE:** |  |
| **TELEPHONE NUMBER:** |  |
| **EMAIL:** |  |
| **PREVIOUS ADDRESS: (If less than two years at current address)** |  |
| 1. **Additional Information – *to assist us to locate the information you require e.g. contact (s) within Inverclyde Council*** | |
| **NAME OF STAFF (s):** |  |
| **OFFICE:** |  |
| **Contact Details:** |  |
| **Reference number (s):** |  |
| 1. **The Data you wish to access** | |
| **I would like to have access to personal information about me which Inverclyde Council holds in accordance with The Data Protection Act 2018.**  **Please specify which personal information you require access to:** | |
| 1. **Declaration** | |
| **I request access to the personal data indicated above and have enclosed the required 2 proofs of identification. I confirm that I am the Data Subject and am not acting on behalf of someone else.** | |
| **SIGNATURE:** |  |
| **DATE:** |  |
| **This section to be completed on behalf of the data subject and have submitted proof of my identity and authority to receive this data.** | |
| **Name:** |  |
| **Present Address:** |  |
| **SIGNATURE:** |  |
| **DATE:** |  |

**Please send this completed form to**:

dataprotection@inverclyde.gov.ukor

Data Protection Officer

Inverclyde Council

Legal & Property Services

Inverclyde Council

Clyde Square

Greenock

PA15 1LY

You can find out more about how the Council processes any personal data in the Council’s Privacy Notice which is available at <https://www.inverclyde.gov.uk/privacy>