

Fenland District Council's Data Subject Access Request Form

Please complete this form if you wish to request access to the data Fenland District Council holds on you or if you wish to exercise any of the rights to your personal data (detailed in Part 4 of this form). This form can also be used if you are legally authorised to request data held on another person other than yourself (detailed in Part 3 of this form).

Please note: If you are a third party that wishes to request information held on an individual under the exemptions listed in GDPR Part 1 Schedule 2; please use the 'Disclosure of Information under DPA 2018' form which is available on our website.

To ensure we comply with your request in full, your information may be passed to our third-party organisations in order to supply you with the data we hold. Further information on this can be found within the Privacy Statement on our website: www.fenland.gov.uk/privacy

For further guidance on Data Subject Access Requests, please visit the ICO's website: www.ico.org.uk

If you require any further information or clarification, please contact us on 01354 654321 or alternatively email foi@fenland.gov.uk

Thank you!

Part 1 – Person to whom the information relates to (data subject)									
Title	Mr		Mrs		Miss		Ms		Other
Surname			Forename						
Maiden name/ Former names (please specify if you wish us to search against these names too)									
Sex	Male		Female		Date of Birth				
Current Address:									
Postcode:									
Telephone Number:									
Email Address:									

In order to process your request, we require you to verify your identity to ensure we are providing information to the correct data subject. If none of the below are available, please email the Freedom of Information Officer foi@fenland.gov.uk for advice on other acceptable forms of identification. Please note, your request will not be processed until identification is received. If you wish, you can email a copy of your ID to; foi@fenland.gov.uk

I enclose a copy of one of the following as proof of the identity of the data subject:

Passport: Driving Licence: Birth Certificate: Other:

If other, please state here:

Part 2 – Are you the individual in which the data relates to? Are you the data subject?

No, the information requested is not about me (please go to Part 3)

Yes, the information requested is about me (please go to Part 4)

Part 3: Person acting on behalf of the data subject

Please note: If information to be disclosed includes incidental disclosure of a third party it cannot be disclosed without the consent of that party. If we cannot gain this, the information may be redacted or we may apply an exemption.

Title	Mr		Mrs		Miss		Ms		Other
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Surname	Forename
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Current Address:

Postcode:

Telephone Number:

Email:

What is your relationship to the individual? (for example parent, carer, legal representative)

Do you have authority to request the data subject's personal data?

Yes	No
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Please provide proof that you are legally authorised to receive information relating to the data subject. Please mark accordingly:

Lasting Power of Attorney Evidence of Parental Responsibility Letter of Authority Other (please provide details below)	<i>If other, please state here:</i>
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Please provide proof that you are legally authorised to act on behalf of the data subject by providing one of the following:

If none of the below are available, please email the Freedom of Information Officer foi@fenland.gov.uk for advice on other acceptable forms of identification. Please note, your request will not be processed until identification is received. If you wish, you can email a copy of your ID to; foi@fenland.gov.uk

I enclose a copy of one of the following as proof of the identity of the data subject:

Passport: Driving Licence: Birth Certificate: Other:

If other, please state here:



Part 4 – Nature of your request

1. Request for access (Subject Access Request)	
2. Request for rectification of incorrect personal data	
3. Request to be informed of what personal data is being processed	
4. Request for the erasure of personal data	
5. To raise an objection to the processing of personal data	
6. Request to restrict processing of personal data	
7. Request for portability of personal data	
8. Request to identify any automated decision making and processing	

In order for Fenland District Council to deal with your request as quickly and efficiently as possible, please provide us with as much relevant detail about the information you require.

Where possible, please restrict your request to a particular Council service area, department, period of time, incident and any known file references or information that may assist with our search.

If you do not provide us with the below, all service areas of the Council will be checked.

Information requested (date) from: _____ to: _____
For example; Information held from May 2012 – to June 2016

Part 5 – Access to the information

The Council has one month to respond to your request. In certain circumstances, we may require an extension of time. If we require an extension, we will let you know within one month that we need more time and why.

Please indicate your preferred method of response:

Via email (the information will be emailed to the email address provided in Part 1, unless otherwise specified):

Via post (the information will be posted to the address provided in Part 1, unless otherwise specified):

For security purposes, we may be required to use additional means to send you the information. If this is the case, we will be in touch with instructions on how we do this. If you have any difficulties in viewing the information via the above means, please contact the Freedom of Information Officer on 01354 654321 or foi@fenland.gov.uk

Part 6 – Declaration

I certify that the information on this form is true and correct. I understand that the Council has a duty to confirm my identity/authority and that it may be necessary to obtain further information in order to comply with this request. I understand that it is a criminal offence to unlawfully obtain or attempt to obtain personal information.

Name:

Signature:

Date:

Part 7 – Checklist

Before returning this form please check that you have included the following information/documentation;

- ***Enclosed proof of identity of the person the information is about (see Part 1)***
- ***If required, enclosed proof of authority to act on behalf of the data subject (see Part 3)***
- ***Provided enough details to enable the Council to locate the information you require (see Part 4)***
- ***The declaration has been signed and dated (see Part 6)***
- ***All sections of the form are complete (including Part 3 if you are a person acting on behalf of the data subject)***

Please return the completed form and accompanying documents to;

EMAIL: foi@fenland.gov.uk or;

POST: FAO Member Services
Fenland District Council
Fenland Hall
County Road
March, Cambs
PE15 8NQ