



**Brighton & Hove
City Council**

Subject Access Request Form (Data Protection Act 2018)

If you would like to make a subject access request under the Data Protection Act 2018, please complete and return this form.

In order for us to process the request you must provide us with a copy of a suitable form of identification. This is a legal requirement to ensure that we do not inadvertently release your records to a third party.

The ID requirement can be satisfied by a copy of one of the following:

- passport
- driver's license
- Council Tax bill
- recent utility bill.

Only one form of ID is required and it should be a copy rather than the original document.


Upon receipt of your proof of identification and full details of the information you are requesting, we have one month to respond to your request.

Personal Information (so that we can correctly identify your records)	
Full Name	
Date of Birth	
Current Address	
Email Address	
Telephone Number	

Which department or departments do you require your personal information from? (Please tick beside each one you require).	
Adult Social Care (including Community Care)	<input type="checkbox"/>
Children Services (including School Support, Youth Support, Early Years, Quality & Performance)	<input type="checkbox"/>
Environment (including City Planning, Cityclean, Public Safety, Transport)	<input type="checkbox"/>
Finance & Resources (including Revenues, Benefits, Property & Design,	<input type="checkbox"/>

Financial Services, ICT, Human Resources)		
Housing - Council/Tenancy (including tenancy services, tenancy management, neighbourhood/estate teams)		
Housing - Private Sector (including Inspection, advice, enforcement arising from conditions in private resident accommodation and Housing Association)		
Housing - Temporary (including Housing Needs, emergency accommodation, Housing Options, Homelessness)		
Other - Any information held by any department not itemised above		
<p>Please tell us what information you wish to access – it is important to be specific and detailed in your request (i.e. by including a date or range of dates; specific people or departments within the council; any reference numbers given to you)</p> <p>I request access to....</p>		
	From year	To year
What year/s of information do you wish to access?		

<p>Any other information that will help us find personal information about you? (For example previous name/s or addresses, reference numbers, other relevant dates)</p>	
<p>Signed</p>	
<p>Date</p>	

<p>Brighton & Hove City Council is the Data Controller for the purposes of the Data Protection Act 2018. This means that Brighton & Hove City Council is responsible for making decisions about how your personal data will be processed and how it may be used.</p> <p>The purpose for which your data will be processed is respond to your request for access to your personal data held by the Council. The information you provide will be treated confidentially at all times.</p> <p>Security safeguards apply to both manual and computerised held data, and only relevant staff/named disclosures can access your information.</p>	
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Sending your request by email

Please attach:

- this form
- scanned copy of identification

Send to: data.protection@brighton-hove.gov.uk

Sending your request by post

Please return:

- this form
- a copy of your identification

Send to:

Information Governance Team
Brighton & Hove City Council
4th Floor, Bartholomew House
Bartholomew Square
Brighton BN1 1JE