

# Subject Access Request Form (Data Protection Act 2018)

Under the Data Protection Act 2018, it is not a requirement to complete this form, however in doing so, it ensures that we direct your request more efficiently and are able to gather the information that you wish to receive.

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

Please provide a copy of the one of the following pieces of ID.

- passport
- driver's license
- Council Tax bill
- recent utility bill (within the last 3 months)

For most requests only one form of ID is required and it should be a copy rather than the original document. For request to access Social Work information a second piece of ID is required.

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.

<b>1. Your Details: [Requestor details – the person making the request]</b>	
<b>Full Name:</b> (first names, middle names, surname (current and any previous):	
<b>Title:</b> Mr / Mx / Mrs / Ms / Miss	<b>Date of Birth:</b>
<b>Current Address:</b>	<b>Previous Address(es):</b>
<b>Telephone Number:</b>	
<b>Email Address:</b> (please provide where possible as this will enable us to contact you about the request)	

<b>2. Whose details are you requesting?</b>	
My Own	<input type="checkbox"/> (Go to Section 4)
Someone Else's	<input type="checkbox"/> (Go to Section 3)
Both my Own and Someone Else's	<input type="checkbox"/> (Go to Section 3)

<b>3. Other Person's Details [Data Subject – the person whose information is requested]</b> (to be completed when requesting information on behalf of someone else. Please see Guidance notes)	
<b>Full Name:</b> (first names, middle names, surname (current and any previous):	
<b>Title:</b> Mr / Mx / Mrs / Ms / Miss	<b>Date of Birth:</b>
<b>Current Address:</b>	<b>Previous Address(es)</b> (If Possible please include timeframes):
<b>Your relationship them:</b> (Please delete as applicable) <b>I am the above person's:</b> Parent / Sibling / Solicitor / Advocate/ Husband / Wife/ Partner other.....	
People making subject access requests on behalf of the data subject need to be able to show that they have the right to do so. We require one of the following to evidence this: <ul style="list-style-type: none"> <li>• Signed written consent to access their information (on page 6)</li> <li>• One piece of ID from both Data Subject and Requestor.</li> <li>• Social Work Data requests require a 2<sup>nd</sup> form of ID.</li> </ul>	

<b>4. How do you wish to receive your information?</b>
<b>Subject Access Requests are usually provided as digital copies via email. If you would prefer a different format please state the format and the reason for your request:</b>

<b>5. Current and previous Brighton and Hove Residents:</b>	
<p>We receive a large number of requests from Brighton and Hove Residents. We have identified the following areas which are most likely to hold information about you / the requester.</p> <p>Please tick the box next to the team (s) below where you would like to receive information.</p>	
<b>Council Tax</b>	<input type="checkbox"/>
<b>Libraries</b>	<input type="checkbox"/>
<b>Parking - Fines (PCN) /Appeals</b>	<input type="checkbox"/>
<b>Parking - Blue Badge</b>	<input type="checkbox"/>
<b>Housing: Tenancy File</b>	<input type="checkbox"/>
<b>Housing: Homelessness file</b>	<input type="checkbox"/>
<b>Housing: Homemove</b>	<input type="checkbox"/>
<b>Electoral Register</b>	<input type="checkbox"/>
<b>Benefits (Housing)</b>	<input type="checkbox"/>
<b>CityClean</b> (recycling / bin related)	<input type="checkbox"/>
<b>Environmental Health</b> (land searches)	<input type="checkbox"/>
<b>Regulatory Services</b> (Neighbourhood disputes / Noise Complaints)	<input type="checkbox"/>
<b>Planning</b> (Have you made an application/objection to an application?)	<input type="checkbox"/>
<b>Customer Feedback</b> (Have you ever made a complaint, feedback or compliment about a council service?)	<input type="checkbox"/>

## Subject Access Request Form (Data Protection Act 2018)

<b>Human Resources (HR)</b> (former or current employee). <u>Please complete below if ticked</u>  Team(s)/ Departments  Line Managers  Dates Employed		<input type="checkbox"/>
<b>Correspondence:</b> Please specify team here		<input type="checkbox"/>
<b>Please note there is space to add further, specific details of your request in Section 6. and 8.</b>		

<b>6. Additional details</b>		
<b>Reference Numbers:</b>		
<b>Names of People Relevant:</b>		
<b>Period of time you wish to access?</b> (Years, Months, Dates)	From	To


<b>7. Other departments not listed above</b>		
Please tick each department required. For each area ticked, please answer corresponding questions to help us locate your information.		
<b>Children's Social Work Services *</b>	Name of worker / team(s), Names of other relevant Family members (Siblings, parents, grandparents etc):	<input type="checkbox"/>
<b>SEN</b> (Special Educational Needs)	Name of worker / team(s):	<input type="checkbox"/>
<b>Adult Social Care *</b>	Name of worker / team(s):	<input type="checkbox"/>
<b>Disability</b>	Name of worker / team(s):	<input type="checkbox"/>

## Subject Access Request Form (Data Protection Act 2018)

<b>Fostering</b> (For foster carer's)	Name of worker / team(s):	<input type="checkbox"/>
<b>Property and Design</b> (leases)		<input type="checkbox"/>
<b>Legal</b>	Case Reference:	<input type="checkbox"/>
* <b>Social Care records require a second form of ID.</b>		
<b>Schools:</b> Please send request directly to the school you wish to obtain your information from		
<b>If you feel that none of the above options match your request, please specify department / team(s) below</b>		

<p><b>8. Your Request for Information :</b></p>
<p><b>Please tell us what information you wish to access</b> – it is important to be specific and detailed in your request (i.e. by including a date or range of dates)</p> <p><b>I request access to....</b></p> <div style="height: 450px; border: 1px solid black;"></div>

<b>Signed</b> _____	<b>Date</b> _____

<p>Brighton &amp; Hove City Council is the Data Controller for the purposes of the Data Protection Act 2018. This means that Brighton &amp; 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 in response 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 (i.e. individuals listed in Section 3.) can access your information.</p>	
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<b>Please send your completed application form with <u>one piece of ID</u> to:</b>	
<b>Post</b>	Information Rights Team Brighton & Hove City Council Room 233 Hove Town Hall Norton Road Hove BN3 3BQ
<b>Email</b>	<a href="mailto:DSAR@brighton-hove.gov.uk">DSAR@brighton-hove.gov.uk</a>

## FAQs

### How long does it take?

The legal requirement is for the request to be completed within one calendar month from the day after the request has been received. So if a request was received on 1<sup>st</sup> September 2018, it would be due 2<sup>nd</sup> October 2018. If the due date falls on a weekend or bank holiday, the due date will be the next working day.

### Will I get a copy of all my personal data that I have requested?

Mostly yes; however, there are exemptions under the General Data Protection Regulation that prevent certain records being released, or that require information to be redacted (removed). The main exemptions are as follows:

- Law enforcement - catching or prosecuting offenders.
- National security.
- Assessing or collection of taxes/duties.
- Adoption records and reports.
- Personal data about someone else, otherwise known as third party information.
- Information which may cause harm or distress to the requester.
- Information that would identify someone who has supplied data in confidence about you.
- Legal Professional Privilege.

In circumstances where data held on you also relates to another person, the Council will need to seek their permission before this information can be released or the information will be redacted.

### What if I want to access someone else's information?

You only have right to access your own personal data under the Data Protection Act. You do not have a right of access to personal data about any other individual e.g. your family, friends or neighbours, except in the following circumstances:

If you are a parent requesting information about a child under 16 that you have legal responsibility for; there is no automatic right to the data. If a child is old enough to give informed consent and understands the contents of the information, the Council will be guided by their wishes. In most cases children aged 13 and above are regarded as having sufficient maturity to respond to such requests but each case will be judged on its own merits. In all cases disclosure would only occur if it is in the best interests of the child.

There are some instances where individuals can access information about third parties:

- Consent from the individual(s) to have their information shared (section 3.)
- A solicitor is requesting information on behalf of a client - a signed authority form from the person concerned is required.
- An agent (i.e. a family member, friend or a charitable organisation) has written authorisation to act on behalf of the person.

Any additional questions, please contact [DSAR@brighton-hove.gov.uk](mailto:DSAR@brighton-hove.gov.uk)



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## CONSENT TO SHARE INFORMATION

This form permits your personal information being released to another person as part of a Subject Access Request. **Not required if you are requesting your own information)**

Please complete this form in block capitals.

**Proof of identification is also required with this release form.** A copy of a driving licence, passport or recent utility bill is acceptable.

I \_\_\_\_\_ (*full name*) permit my personal and/or sensitive information to be accessible to \_\_\_\_\_ (*name of person*

*permitted to access your information*) as part of Subject Access Request to Brighton and Hove City

Council. I understand that the person named above will have access to all my records that have been requested through the corresponding Subject Access Request. This permission is for this request only.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

If you wish to withdraw this permission prior to disclosure, please contact the Information Rights Team, Brighton and Hove Council on 01273 295959.