

THANET DISTRICT COUNCIL

SUBJECT ACCESS REQUEST FORM



Data Protection Act 1998 – Subject Access Request.

Please provide the following details about yourself:

Full Name:

Address:
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Telephone No: Fax No:

Email:

Fee: A payment of £10 (the current statutory maximum) is payable for each application for information. Please enclose a cheque or postal order made payable to Thanet District Council. Your request will be processed within 40 days of receipt of a fully completed form. If the information contains details of another person we may need to seek their consent or redact (remove) that information before we can provide the information to you.

1. Are you requesting information about yourself?

If so, you are the Data Subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate (or photocopy) and stamped addressed envelope for returning the document. Please go to Question 3 below.

If you are not the Data Subject, please supply the written consent of the Data Subject and supply their details as follows:

Full Name:

Address:
.....
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Telephone No: Fax No:

2. Please describe your relationship with the Data Subject and briefly explain why you are requesting the information on their behalf.

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3. Please describe the information you seek, together with any names and/or dates you may have which may help us identify the information you require.

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4. Declaration

I confirm that the information given on this application form to Thanet District Council is true. I understand that Thanet District Council may need more information to confirm my identity/or that of the Data Subject to locate the information I am requesting.

Signature: Date:

5. Documents to return with the completed form:

- a. Evidence of your identity
- b. Evidence of the Data Subject's identity (if different from above)
- c. Evidence of the Data Subject's consent to disclose to a third party (if relevant)
- d. A fee of £10 (cheques to be made payable to Thanet District Council)
- e. Stamped addressed envelope for return of Proof of Identity/authority document.

Please note: the Council reserves the right to redact (remove) information that relates to other third parties (under the provisions of Section 7 of the Data Protection Act 1998).

6. Please return the completed form to:

The Data Protection Officer
Thanet District Council
PO BOX 9
Cecil Street
Margate
CT9 1XZ

7. Office Use Only

Date request received:

Date completed:

Notes:

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NOTES ON COMPLETION OF SUBJECT ACCESS REQUEST FORM

Please read these notes carefully before completing the details on the Subject Access Request Form.

1. Who may apply for information? Only the individual who the personal information is about (*the Data Subject*). This means that you can only apply for your own personal information (*referred to as Subject Access Request*). You cannot apply for information about anyone else; neither can anyone else apply for information about you. You may wish to nominate someone to be your authorised representative and the information can then be released to them but only after your consent has been given.

2. What does it cost? The Council charges the prescribed fee of £10 for processing requests for access to personal data, which we are entitled to do under the provisions of the Data Protection Act 1998. Please include a cheque made payable to Thanet District Council with your Application Form.

3. How soon do I get an answer? Within 40 calendar days of the Council receiving your written request, the fee and proof of identity. Please bear in mind that the Council has many different departments, therefore, it is important to be as specific as possible when requesting your personal information. If we do not have enough information to begin our search, we will write to you and ask you for more details. In these circumstances the 40 days response time will begin from the day the Council receives sufficient information from you to proceed.

4. Identification. The Council must not knowingly give personal information to the wrong person and we must do our best to ensure that the personal information we have been asked for is given only to the person to whom this information refers, or their authorised representative. Therefore, we will be asking you for proof of both your identity and address.

5. Children. Children have the same rights of access to their own personal information as adults and the same rights of privacy. There is no minimum age but current guidance from the Information Commissioner's Office identifies that as a general guide, a child of 12 or older is expected to be mature enough to understand the request they are making. When a subject access request is received from a child, the Council will assess whether the child has the capacity to understand the implication of their request and of the information provided as a result of that request. If the child does understand, then their request will be dealt with in the same way as that of an adult. If a parent or legal guardian makes a request on behalf of a child, the request will only be complied with when we have received assurances that the child has authorised the request and that their consent was not obtained under duress or on the basis of misleading information. If the child does not understand, then a request from a parent or legal guardian for the child's information will only be complied with when assurances are received that they are acting in the best interests of the child.

6. Please complete and return the Subject Access Request Form to the address below, together with the £10 fee, proof of identity (e.g. copy of passport or photo driving licence), proof of address (e.g. copy of utility bill or address section of bank statement) and if you are applying on someone's behalf, proof that they have given consent.

The Subject Access Request Form should be sent to:

Data Protection Officer
Thanet District Council
PO Box 9
Cecil Street
Margate, CT9 1XZ