

Confidential when completed

Subject Access Request form

Guidelines for completing the subject access request form.

Before we can process your request, we will require evidence of your identity and address. You will also need to tell us whether you are requesting the information on yourself or on behalf of someone else. If you are requesting information on behalf of someone else, we will also require **evidence** that you have the right or are authorised to do so. A list of what evidence is required can be found in. Please note that you should **only send copies** not original documents.

Please note that you do not have an automatic right of access to the personal data of other people (including your children) and your request may be refused if we are not satisfied you are authorised to act on their behalf.

If you are applying for **your own information**, please **complete section 1**.

If you are applying for **someone else's information**, please **complete sections 1 and 2**.

Once the information you have requested has been located and processed, we will send the data to you using Secure File Transfer (SFT). If you cannot provide an email address or do not have access to a computer, then we will provide the information in paper format which you will need to collect. We will only post out the information in extraordinary circumstances.

Please note that Secure File Transfer will be used wherever possible to reduce the costs to the service of printing and posting information. If we receive your request in digital format such as email, we will respond by email and/or SFT. This is in line with guidance from the Information Commissioner's Office.

If we have supplied your information in digital format, and you then request the information to be provided in a different format, we reserve the right to charge you an administrative fee for providing the information again. We will contact you to advise you what the fee will be and will not process your request for information to be provided in an alternative format until we have received your payment.

If you have any questions in relation to making a Subject Access Request, or if you require any help completing this form, please contact the Access to Information Team by called 01785 278568 or email: accessinformation@staffordshire.gov.uk

If you require a copy of this form in large print, Braille, in another language, or in another format then please let us know.

Section 1 - My details

Title:	Name:	Surname
Date of birth:		Telephone No:
Address (inc. post code):		
Email:		
Please ensure you enter your email accurately. This is the email address we will use to send any information to you.		

Section 2 - Data subject's or subjects' details (where you are requesting information on behalf of someone else)

SUBJECT 1

Your relationship to the data subject:		
Title:	Name:	Surname
Date of birth:		Telephone No:
Address (inc. post code):		

SUBJECT 2

Your relationship to the data subject:		
Title:	Name:	Surname
Date of birth:		Telephone No:
Address (inc. post code):		

SUBJECT 3

Your relationship to the data subject:		
Title:	Name:	Surname
Date of birth:		Telephone No:
Address (inc. post code):		

SUBJECT 4

Your relationship to the data subject:		
Title:	Name:	Surname
Date of birth:		Telephone No:
Address (inc. post code):		

Section 3 Involvement with Staffordshire County Council

Please provide us with details of when you, or the data subject(s), were in contact with Staffordshire County Council. Include the date(s) you were in contact, the department(s) you were in contact with, the names of any staff members, or reference numbers you may have been given.

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Section 4 The information you are requesting

Please describe below what information you are requesting. Please be as specific as possible as this will help speed up your request. Please note that if you are requesting all information that we hold about the data subject(s) then this may take longer for us to comply with your request, depending on the amount of information we may hold.

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Declaration

The information which I have supplied in this application is correct to the best of my knowledge. I am the person to whom this request relates or a representative acting on the data subject(s) behalf. I understand that it is a criminal offence to knowingly obtain, disclose or procure the disclosure of information that I have no legal right to.

The information provided on this form will be used by Staffordshire County Council solely for the purpose of processing your Subject Access Request.

Signed by the data subject:
Signed by agent/third party (where applicable):
Date:

How to submit your request

Please use the checklist in [Appendix A](#) to ensure that you have provided everything required for us to process your application. Failure to provide the correct evidence of identification, and if required, evidence of authority will result in a delay in processing your application.

Send this form, together with the relevant documents from Appendix A to:

accessinformation@staffordshire.gov.uk

Alternatively, you can post this form and copies of documents to the following address:

Access Team
Staffordshire County Council
1 Staffordshire Place 1
Tipping Street
Stafford
ST16 2DH

If posting your request to us, you may wish to send your request by recorded delivery.

Once we have received your application, we will contact you if any of the following apply:

- we require further information to enable us to process your request;
- we do not hold the personal data requested; and/or
- the information requested is held but an exemption to providing the information is to be considered.

Once the information you have requested has been identified and processed, we will send it to you using secure file transfer unless we have already agreed to supply the information in a different format, in which case we will contact you to arrange collection or advise it is being posted to you.

APPENDIX A - Proof of Identification

We require evidence of your identity and address and, if you are requesting information on behalf of someone else, we also require evidence that you have the right, or are authorised to do so. Please provide copies – **not originals** – of the documents listed below.

You must provide one item from List A and one from List B. Please tick to indicate which documents you are providing.

List A		List B	
<input type="checkbox"/>	Passport	<input type="checkbox"/>	Utility Bill
<input type="checkbox"/>	Photocard driving licence	<input type="checkbox"/>	Bank or Building Society Statement
<input type="checkbox"/>	Foreign National Identity Card	<input type="checkbox"/>	Council Tax Bill/Statement
<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Mortgage Statement
<input type="checkbox"/>	Biometric Residency Permit	<input type="checkbox"/>	Credit Card Statement
<input type="checkbox"/>	Marriage/Civil Partnership Certificate	<input type="checkbox"/>	P45 or P60 Statement
<input type="checkbox"/>	Adoption Certificate	<input type="checkbox"/>	Benefit/Pension Statement

In addition, if you are a parent requesting information relating to your child(ren) under 16, please include proof of parental responsibility by providing one item from List C. Please tick to indicate which documents you are providing.

List C	
<input type="checkbox"/>	Child's full birth/adoption certificate naming you as the parent
<input type="checkbox"/>	Court Order naming you as the parent
<input type="checkbox"/>	Court Order granting you parental responsibility

If you are a solicitor requesting information on behalf of your client, we will require written confirmation of instruction from the data subject(s) or parent for a child under 12.

If you are requesting information on behalf of someone else, including children over 12, then please provide us with copies of their identification documents; one from List A and one from List B as well as written confirmation that they give you authority to act on their behalf.