



Data Protection Act 1998 - Subject Access Request

Under the Data Protection Act you are entitled to see the information we hold about you.

To make a formal request to see your information (a subject access request) you must fill in this form.

This form is used to;

- confirm the identity of the Data Subject (the person to whom the information relates and who is therefore the subject of personal data),
- confirm the identity and authority of the applicant (where applicable)
- assist in locating Personal Data relating to the Data Subject.

and

- confirm the identity and address of the data subject before releasing personal information. The proof of identity provided will only be used to process the application, and for no other purpose.

When completed send it to the address at the end of the form. If you need help please

Call: 01492 577803

E-mail: sue.parekh@conwy.gov.uk

Conwy CBC promotes openness and fairness in relation to the information we hold. More information is given in our free booklet 'Access to Information'. For a copy please phone 01492 576070

The Council will only use the information gathered on this form for the purpose for which it is provided and will not disclose it to any other party, except where required by law, without the consent of the data subject. For further information go to www.conwy.gov.uk/fairprocessing

Section 1 - Who is the Data Subject?

Data Subjects full name

Date of Birth

Address

Town/City

Post Code

If the Data Subject has lived at this address for less than 3 years, please tell us their previous address

Post Code

Telephone No (optional)

E-mail address (optional)

Has the Data Subject ever been an employee of Conwy CBC?

Yes No Don't Know

Has the Data Subject ever lived in Conwy CBC?

Yes No Don't Know

Section 2 - What are your Personal Details?

Are you the Data Subject?

Yes

No

If you answered '**Yes**', go straight to **Section 3**. Otherwise, please provide the information below

Your full name

Address

Telephone No
(optional)

If you are not the Data Subject, state your relationship to him/her.

What is your
relationship to the
Data subject?

If you are **NOT** the data Subject, describe your entitlement to receive details of their Personal Details, and enclose written authority (e.g. from the Data Subject) which supports this entitlement.

Why are you
entitled to their
Personal Data?

What written
authority have
you enclosed?

Section 3 - How do you believe we process the Data Subject's Personal Data?

Our search for information relating to the Data Subject will be based on the information provided below.

The Council processes Personal Data for the following purposes. It would be helpful if you could indicate with a **tick** the boxes next to the purpose you would like us to search.

| | |
|--|--|
| • Adult Services | |
| • Audit and Procurement | |
| • Community Development Services | |
| • Corporate Communications and Marketing | |
| • Corporate Financial Services | |
| • Corporate Human Resources | |
| • Corporate Information and Complaints | |
| • Corporate Modernisation | |
| • Corporate Performance and Improvement | |
| • Corporate Research and Information Unit | |
| • Customer Service Department | |
| • Education | |
| • Emergency Planning | |
| • Environmental Services | |
| • Fleet Management | |
| • Highways & Infrastructure Services | |
| • Information Technology | |
| • Legal and Democratic | |
| • Planning Policy | |
| • Property Services and Asset Management | |
| • Provider Services | |
| • Regulatory Services & Housing | |
| • Revenues and Benefits Assessment Service | |
| • Services to Children | |
| • Strategic Partnership Development | |
| • Theatres and Conference | |
| Any other purpose not listed in Section 3 above | |
| Any other information that will assist in searching for the Data Subjects personal information | |

Section 4 - What documents can you send or produce to confirm the identity and address of the Data Subject?

We must see the original documents and we cannot accept photocopies. Note that Conwy CBC will return all documents as soon as possible via recorded delivery.

If you deliver your documents in person we will return them to you after verification – please call 01492576070 for further information.

(a) You must **confirm the Data Subject’s identity** by sending one of the documents listed below. Please tick the appropriate box(s) to indicate which document(s) you have enclosed.

- Full valid Driving licence issued by a member state of the EC/EEA.
- A rent book.
- Birth Certificate **or** Certificate of Registry of Birth **or** Adoption certificate
- Full Valid Current Passport **or** ID Card issued by a member state of EC/EEA

If the Data Subject’s name is now different from that shown on the document you submit to confirm his/her identity, you must also supply original documentary evidence to confirm the Data Subject’s change of name e.g. Marriage Certificate, decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration.

(b) You must also **confirm the Data Subject’s address** by sending us one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed.

- Gas, electricity, water or telephone bill in the data Subject’s name for the last quarter
- Council tax demand in the Data Subject’s name for the last quarter
- Bank, Building Society or Credit card Statement in the Data Subject’s name for the last Quarter
- Letter to data Subject from solicitor/social worker/probation officer in the last quarter

(c) Where **CCTV images are requested**, a photograph of the data subject must be provided in order to locate the correct image.

Please indicate if you would be satisfied at merely viewing the images recorded.

Yes No

Formal Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the Personal Data about the Data Subject which you process for the purposes I have indicated overleaf.

I confirm that this is all of the Personal Data to which I am requesting access.

I also confirm that I am either the Data Subject, or am acting on their behalf.

I enclose the fee of £10.00 (Cheques should be made payable to Conwy County Borough Council)

Signed _____

Print Name _____

Date _____

Please make sure you have

- | | |
|--------------------------|---|
| <input type="checkbox"/> | a) Completed this form |
| <input type="checkbox"/> | b) Signed the declaration above |
| <input type="checkbox"/> | c) Enclosed originals of identification documents |
| <input type="checkbox"/> | d) Enclosed relevant fee |

Send this form together with all relevant documents to;

**Conwy County Borough Council
FAO Sue Parekh
Records & Archive Manager
Llys Dyffrig
Ffordd yr Orsedd
Llandudno
Conwy
LL30 1LA**

***We recommend that you send your form and documents by a secure method
e.g. Recorded Delivery***