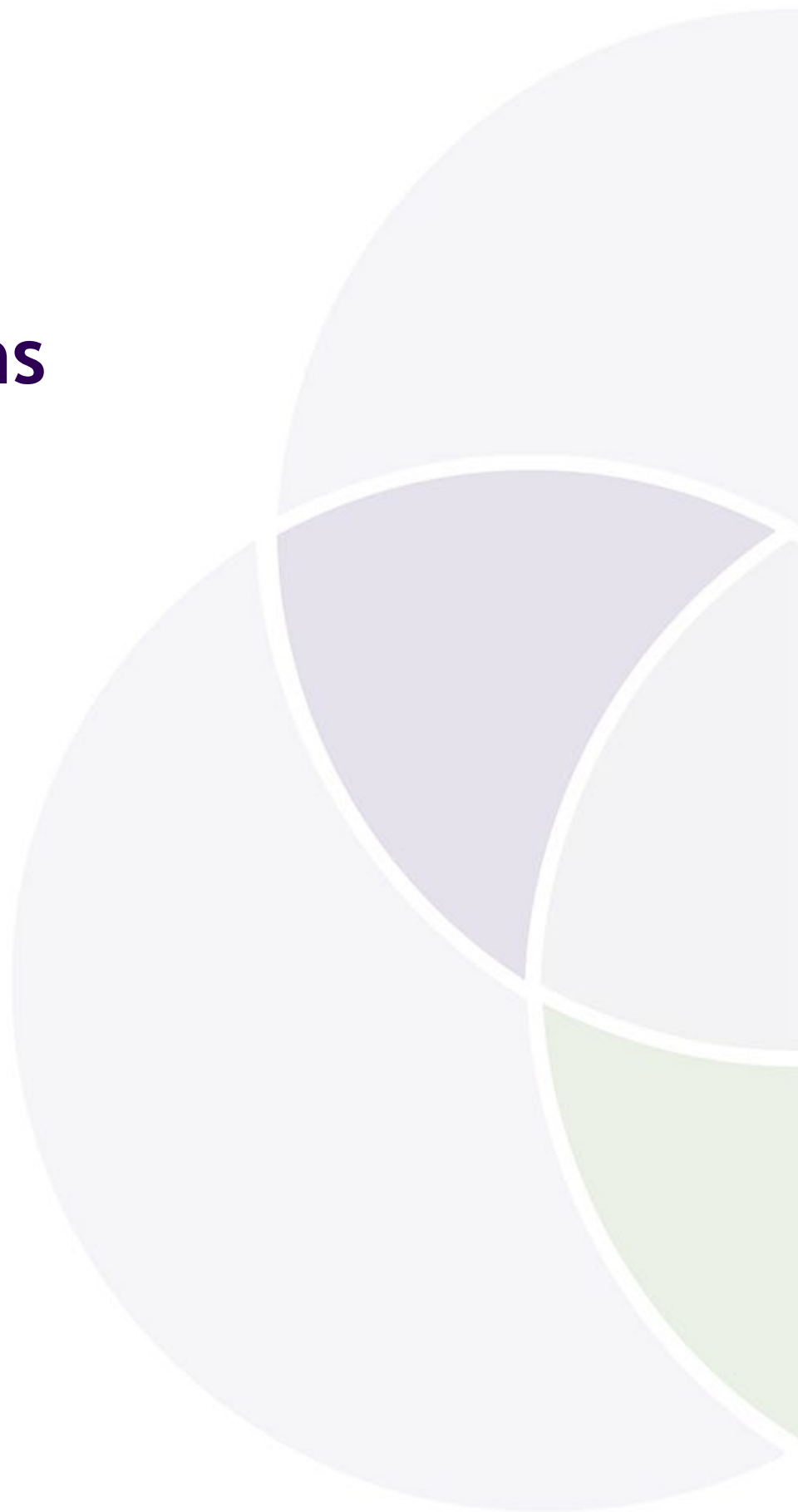


# Data applications



## Data request application requirement

For your protection and the security of the data, the Council will need to confirm that you are the person whom the data is about, and will require proof of your identity before we process the request.

If you are acting on behalf of someone else, the Council will need proof of this as well as proof of your identity. We may need to contact the data subject to confirm that they have authorised you to act on their behalf.

If you have not provided the relevant proof of identity and consent with the form it will need to be provided before we can process your request for information.

Once your request has been validated, the Council will have a month (30 days) to respond to your request. However if your request is complex or numerous, the Council may require a further two months. Please send completed application forms to:

DataProtectionOfficer@southderbyshire.gov.uk

Or

South Derbyshire District Council  
Civic Offices  
Civic Way  
Swadlincote  
Derbyshire  
DE11 0AH

## Data Subject Access Application Request

The Data Protection Act 2018 gives you the right to ask the Council for a copy of the personal information that we hold about you for the purposes of providing services to you.

You are also entitled to additional information, including:

- The identity and contact details of the controller and Data Protection Officer
- The purposes of the processing and the legal basis
- Your additional rights in respect of the data
- Your right to complain
- The categories of personal information
- Who your data has been with and who it may be shared with
- Data source - where the data has not been collected directly from the data subject

**Proof of identity** - we accept any two of the following; one must be photographic identification for the purpose of progressing the request.

Please do not post original documents, we will accept copied documentation.

- Benefit entitlement letter to your current address
- Birth certificate
- Building society account book
- Bus pass – issued by Derby City Council
- Current photo card driving licence & paper license - (full or provisional)
- Identity card – civil service, armed forces, police
- National health card
- Any official letter from Revenues & Customs
- Valid Passport
- Pension book
- Rent book
- Recent utility bill (within the last two months)

To validate original documents, please notify us in advance when you are planning to visit the Council House, so an Officer can be available.

Without the relevant proof of identity and consent, the request cannot be processed.

### **Right to Rectification Application Request**

The Data Protection Act 2018 gives you the right to have inaccurate and incomplete personal data held about you rectified, known as 'data rectification'. You can provide a supplementary statement detailing what information requires rectification, for example, misspellings and incorrect or out of date personal data.

### **Right to Data Portability Application Request**

The Data Protection Act 2018 gives you the right to request for you to use your personal data across different services. This is known as the 'right to data portability'.

Please note that you are only able to request for your personal information to be transferred if the information:

- is processed for a contract
- is processed based on your consent
- is processed automatically
- was provided to the Council by you

## **Right to Object or Restrict Processing Application Request**

The Data Protection Act 2018 gives you the right to restrict the processing of your personal data, which can include the following:

- the data has been unlawfully processed
- if the data is contested as being inaccurate and requires verification
- a legitimate objection preventing the processing of restricted information

If you would like to object to the Council processing personal data held about you please complete the application to tell us about you and the data object to being processed.

## **Right to Erasure Application Request**

The Data Protection Act 2018 gives you the right to have your data erased, for example:

- data that is no longer necessary and unrelated to the original purpose it was collected for
- is of no legitimate interest to continue processing the data
- the data is being used for direct marketing, without your consent. You can object to the processing of the data
- withdrawing consent where data was collected for lawful basis purposes and you no longer give consent

If you would like to request the personal data that the Council holds about you to be erased, please complete the questions below to tell us about you and the data you would like to be erased.

Please note, the Council may not be able to process your request if it is subject to a legal obligation compliancy. In the event of this, we will contact you.

## **Rights in relation to automated decision making and profiling**

Under the Data Protection Act 2018 you have the right to challenge a decision that affects you that has been made automatically without human intervention. For example, an online form with an instant decision.

### Data Request Application Form

**Data Application Request is for:-**

(Please put a 'X' in the relevant box)

- Data Subject Access Application Request
- Right to Rectification Application Request
- Right to Data Portability Application Request
- Right to Object or Restrict Processing Application Request
- Right to Erasure Application Request
- Right to challenge automated decisions

**Section 1: Details of the data subject**

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms				
First Name:		Middle init:		
Surname:				
Current address:				
Postcode:				
How long have you lived at this address (if Data Subject)		Year/s		Month/s
Email Address:				
Telephone Number/s:				
Date of birth:	Date		Month	Year
Other names the data subject might be known as:				

**Section 2: Who is this request about**

Whose records do you wish to see?	<input type="checkbox"/> My own <input type="checkbox"/> Other
If other, what is their relationship to you?	

**Section 3: Details of the agent if applicable**

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	
First Name:	Middle Init:
Surname:	
1. Previous address:	
Post code:	
(if Data Subject) How long have you lived at this address	MM/YYYY

**Section 3a: Previous address details**

If current address is less than two years, provide previous address/s for last two years					
1. Previous address:					
Post code:					
	From	MM/YYYY		To	MM/YYYY

2. Previous address:					
Post code:					
	From	MM/YYYY		To	MM/YYYY

**Section 4 – Council services holding data**

The Council uses personal data for a number of purposes. Please tell us which service of the Council you believe holds personal information about you that your request is in relation to. Tick the relevant box or boxes that apply.

- |                        |                          |                    |                          |
|------------------------|--------------------------|--------------------|--------------------------|
| Housing                | <input type="checkbox"/> | Leisure Activities | <input type="checkbox"/> |
| Housing Benefit        | <input type="checkbox"/> | Parks              | <input type="checkbox"/> |
| Council Tax Benefit    | <input type="checkbox"/> | Licensing          | <input type="checkbox"/> |
| Council Tax Collection | <input type="checkbox"/> | Planning           | <input type="checkbox"/> |
| Waste Collection       | <input type="checkbox"/> | Customer Services  | <input type="checkbox"/> |
| Environmental Health   | <input type="checkbox"/> | Other              | <input type="checkbox"/> |

If other please specify	
<p>If you are referring to a specific document, for example:</p> <p><i>Housing benefit statements 2016-2017</i></p> <p><i>Planning Application Reference</i></p> <p>Please provide details here.</p>	

**Section 5 – Additional information**

Please provide us with any additional information that will assist with your request:

**Section 6 – Timeline relating to the data request**

The Council may hold data about you over a period of time. Please tell us the time period your request is in relation to:

Start date: DD/MM/YY	End date: DD/MM/YY
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**Section 7 – Declaration as a data subject**

The rights granted to me under the Data Protection Act 2018 and the personal data detailed about me in the information above.

I confirm I am the data subject.

Signed \_\_\_\_\_

Date \_\_\_\_\_



### Section 8 – Requests on behalf of children

This section is to be completed by the data subject’s agent, if they are acting on behalf of their child who is aged 17 or under.

Please confirm the data subject’s age:

- Under 13 years old
- Between 13 and 17 years old

If you are acting on behalf of your child and they are under the age of 13, we will require proof of parental responsibility. This can be evidenced with their full birth certificate.

If you are acting on behalf of your child and they are between 13 and 17 years old, then we require written consent from them. If consent can be provided, then Section 11 needs to be filled in by your child consenting to you acting on their behalf.

If your child is unable to give consent and is between the ages of 13 and 17, then please explain why.

### Section 9 – Requests on behalf of others (legal orders)

If you are making a request on behalf of an individual who is not your child, and you do not have the legal power to give consent and they are able to consent to you acting on their behalf, they need to complete Section 11.

If the individual is over the age of 13 and is deemed not to have consent by virtue of a certified court order i.e. power of attorney or a deputyship order, then Section 11 needs to be filled in by the person you are acting on behalf, or if you do not already have legal power to do so.

If you have been given legal powers to act on their behalf, then please confirm what legal powers you have. We will require evidence of this in order to process your request.

- Deputyship
- Power of attorney
- Other

If you have selected 'other', than please inform us what legal powers you have.

### Section 10 – Consent to act on behalf of data subject

This is to be completed by the data subject if written consent is required to process the request for information detailed in Section 9.

I, \_\_\_\_\_ Agree / Do not agree (Please select one option),  
that \_\_\_\_\_ can act on my behalf regards the information  
request detailed in this application and information held about me by South Derbyshire  
District Council.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Section 11 – Data subject’s agent**

This section to be completed by person(s) acting on behalf of the data subject.

I confirm I am acting on behalf of \_\_\_\_\_ and have submitted proof of my authority to do so.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Section 12 - Additional Information**

Using the box below, please provide us with any additional information you think will assist with your request and help us identify the information about your request.