

Data Protection Act 2018 Subject Access Request Form

You should complete this form if you would like us to supply you with a copy of any personal data we hold about you. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request promptly.

The information you supply on this form will only be used for the purpose of identifying you, locating the records you require and for the administration of your request. We may be required to share the information you supply on this form with other services within the Council so that we can locate the information you have requested. We will only ever share the minimum information necessary for this purpose. We will use your contact details to keep you informed of the progress of your request and to provide you with our response. Details of your request will be held securely by Portsmouth City Council's Information Governance Team for a period of 3 years.

For more information about how the Council collects and uses personal information, you can read our Privacy Notice on our website (www.portsmouth.gov.uk) by searching for 'data protection'.

PART A – APPLICATION FOR ACCESS TO PERSONAL DATA

A1 - Nature of Request

Are you making this request for information on your own behalf?

Yes	<input type="checkbox"/>	Please complete Sections A2 & A3 below
No	<input type="checkbox"/>	Please move to Part B

A2 - Applicant Details

Full name	
Previous name(s) (if applicable):	
Date of Birth	
Telephone (Daytime)	
Email address	

A3 - Details of Personal Data which Portsmouth City Council may hold about you

Please use this space to give us any details as to the area(s) of the council that you believe may hold the information that you are seeking (for example, Housing)

Please tell us what your relationship is with Portsmouth City Council (i.e. whether you are an employee or customer)

<p>Please give us as much detail as you can about the specific information you require.</p> <p><i>Example:</i> if you are a customer, you may wish to request information relating to an account with us, or information over a specific time period. Please provide us with your account number(s) or any other information if appropriate.</p>

Employees only:

Current job title (and any previous positions with Portsmouth City Council)	
Employee number	
Current location (and any other previous locations)	

where you have worked)	
How long have you been employed by Portsmouth City Council?	

Please move to Part C of this form

PART B – APPLICATION MADE ON BEHALF OF A DATA SUBJECT

B1 - Nature of your relationship with the data subject

Please select the nature of your relationship with the person you are making the request on behalf of (the "Data Subject") and expand in all cases.

Parent	<input type="checkbox"/>	
Legal Representative	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

B2 - Data Subject details

Full name	
Previous name(s) (if applicable):	
Date of Birth	
Telephone (Daytime)	

B4 - Details of personal data which Portsmouth City Council may hold about the Data Subject

Please use this space to give us any details as to the area(s) of the council that you believe may hold the information that you are seeking (for example, Housing)

Please tell us what the data subject's relationship is with Portsmouth City Council (i.e. whether s/he is an employee or customer)

Please give us as much detail as you can about the specific information you require.
<i>Example:</i> if the data subject is a customer, you may wish to request information relating to an account with us, or information over a specific time period. Please provide us with your account number(s) or any other information if appropriate.

Please enclose a evidence of your authority to make this application on behalf of the data subject (For example, Power of Attorney, letter of consent signed by the data subject, full birth certificate evidencing that you hold parental responsibility for the child).

For data subjects who are employees:

Current job title (and any previous positions with Portsmouth City Council)	
Employee number	
Current location (and any other previous locations where the data subject has worked)	
How long has the data subject been employed by Portsmouth Council?	

Please move to Part C of this form

PART C – IDENTIFICATION & DECLARATION

We have a responsibility to ensure that we keep personal information safe. So that we can be sure this request is from you, we ask you to provide us with some proof of identity. Please let us have a copy of your passport, driving licence, or other document showing your name, date of birth and signature. Please also provide us with a recent bill (e.g. utility bill) showing your name and address. **We will not be able to respond to your request unless you provide this information.**

If you are unable to supply any of the required documents, please contact us on 02392 688482 to discuss alternatives that we may be able to accept.

Once you have completed the form and checked the information you have provided is accurate, please sign and date it below and return it together with proof of your identity (and a signed copy of your authority if you are applying on behalf of someone else), to the following address:

Corporate Information Governance Officer, Portsmouth City Council, Civic Offices,
Guildhall Square, Portsmouth, Hants, PO1 2BG / Email:
foi@secure.portsmouthcc.gov.uk

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection Act, and you have provided sufficient information to enable us to confirm your identity and locate the information that you require, **you will receive a response within one calendar month** from that date.

Signature of Applicant	
Date	