

Contact Harlow

Civic Centre
The Water Gardens
Harlow, Essex CM20 1WG
Tel: 01279 446655
Fax: 01279 446767:
Email: contact@harlow.gov.uk

Subject Access Request Form

Part 1 – Person that the information relates to (the data subject).

The information requested below is to help Harlow District Council satisfy itself as to your identity and find any data held about you. Please provide your name and sufficient contact details to enable us to contact you in regards to your request and to provide you with the information you have requested.

| | | | | | | |
|----------------------------|-----------------------------|------------------------------|-------------------------------|-----------------------------|-------|----------------------|
| Title: | <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Miss | <input type="checkbox"/> Ms | Other | <input type="text"/> |
| Surname: | <input type="text"/> | | | | | |
| First Name(s): | <input type="text"/> | | | | | |
| Former Name(s): | <input type="text"/> | | | | | |
| Current Address: | <input type="text"/> | | | | | |
| | <input type="text"/> | | | | | |
| | <input type="text"/> | | | | | |
| Postcode: | <input type="text"/> | | | | | |
| Telephone N ^o : | <input type="text"/> | | | | | |

If the information you are requesting is in relation to a time during which you lived at a previous address in Harlow, please provide the relevant address(es) below

| | | | | | | |
|----------------------|----------------------|----------------------|-----|----------------------|--|--|
| Previous Address (1) | <input type="text"/> | | | | | |
| | <input type="text"/> | | | | | |
| | <input type="text"/> | | | | | |
| Postcode | <input type="text"/> | | | | | |
| Date of Occupancy | From: | <input type="text"/> | To: | <input type="text"/> | | |
| Previous Address (2) | <input type="text"/> | | | | | |
| | <input type="text"/> | | | | | |
| | <input type="text"/> | | | | | |
| Postcode | <input type="text"/> | | | | | |
| Date of Occupancy | From: | <input type="text"/> | To: | <input type="text"/> | | |

• Central Switchboard: 01279 446655 • Email: Contact@harlow.gov.uk •

Proof of Identity

To help establish your identity your application must be accompanied by photocopies of **TWO** official documents that between them clearly show your **name, and current address**. For example, a birth / adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

If you bring original identification when submitting your request in person, we will make copies of any documents which accompany your application and return your original documents back to you immediately – **we will not retain your original identification**.

I enclose a copy of two of the following as proof of identity of the data subject:

Birth/Adoption Certificate Medical Card Driving Licence Passport Utility Bill

Other (give details):

Part 2 – Is the requested information about you (are you the data subject)?

If **no** the information is not about me (**go to part 3**)

If **yes** the information is about me (**go to part 4**)

Part 3 – Person (agent) acting on behalf of the data subject.

Title: Mr Mrs Miss Ms Other

Surname:

First Name(s):

Address:

Postcode:

Telephone N^o:

What is your relationship to the data subject (e.g. parent, carer, legal representative)?

Do you have legal authority to request the data subject's information?

Yes

No

If the data subject is under 16, do you have parental responsibility for them?

Yes

No

Provide proof that you are legally authorised to act on the data subjects behalf in the form of:

Letter of Authority

Lasting Power of Attorney

Evidence of parental responsibility

Other (give details):

Provide proof that you are the person authorised to act on behalf of the data subject by enclosing a copy of one of the following:

Birth Certificate

Driving Licence

Passport

Other (give details):

Part 4 – Details of Information being requested.

Please help us deal with your request quickly and efficiently by giving as much detail as possible about the information you want. If possible, please restrict your request to a particular service, period of time or incident. If necessary continue this section on a separate page.

Information Requested:

The request applies to documents

From:

To:

Relevant details to help us locate the information. (Address at the time, service or department, names of previous contacts, any file reference if known etc).

Relevant details:

Part 5 – Access to the information.

Do you wish to:

View the information

Be provided with a copy

Copies (if requested) to be:

Sent to the data subject

Sent to you

Collected

Do you have any special needs when viewing the information or in what format it is provided?

Part 6 – Declaration

I certify that the information provided on this form is true. I understand that the Council is obliged to confirm proof of identity / authority and that it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature:

Date:

Warning – a person who unlawfully obtains or attempts to obtain personal information is guilty of a criminal offence and is liable to prosecution.

Part 7 – Before returning this form please check that you have:

- Enclosed proof of the identity of the person the information is about (the data subject)? (see part 1)
- Enclosed proof of authority to act on behalf of the data subject? (see part 3)
- Enclosed proof of your identity if acting on behalf of the data subject? (see part 3)
- Given enough details for us to locate the information you want? (see part 4)
- Signed and dated the declaration? (see part 6)
- Completed all sections? (part 3 only to be completed by a person acting on behalf of data subject)

When you have completed and checked this form, take or send it together with the requisite identification to:

Contact Harlow
Harlow Council
Civic Centre
The Water Gardens
Harlow
Essex, CM20 1WG

If you have any queries regarding this form or your application, please telephone us on 01279 446655.

For official use only:

Name of member of staff completing this section:

Telephone no.:

Date received:

Application checked and legible:

Yes No

Identification documents checked and copies attached:

Yes No

Using your personal information

Harlow Council will process the personal information you have provided under Article 6(1)(b) of the General Data Protection Regulation 2016/679 (GDPR) for the purposes of processing this request for information. The information is also used to compile statistics for use by Harlow Council, however, this does not include information that will identify you as an individual.

Your information will be shared with the relevant departments of Harlow Council in order to provide the information you have requested. Your information will also be shared where the Council is under a legal obligation to do so, for example between our services and with other official organisations, such as the Police and other government bodies.

Although it is not our intention to collect any other personal information and/or sensitive personal information (e.g. in respect of race or ethnic origin; political opinions; religious or similar beliefs; physical or mental health or condition; sexual history or orientation; trade union membership), you may provide information of this type inadvertently in your response(s) to particular areas of this form (for example Part 5 'Do you have any special needs when viewing the information or in what format it is provided?'). Any sensitive personal information collected will be kept confidential and secure and will not be shared with any third parties.

How long will we keep your information?

Records relating to this request for information will be retained for three years from the date of the last action.

For more information on how we collect, use and protect personal information generally, as well as your rights as a data subject please view our main privacy notice on our website by visiting <http://www.harlow.gov.uk/privacy-notice>

If you do not have online access a paper copy of our main privacy notice can be provided by contacting the Contact Harlow on the details provided above.