**Dumfries and Galloway Council**

**Subject Access Request Form**

Under Data Protection legislation, you have the right to ask to see information held by the Council that is about you. Asking for your information is called the right of access and is commonly known as making a Subject Access Request or SAR.

Once the Council receives a Subject Access Request, all efforts will be made to fully comply within one month of receipt of your request. If we are unable to comply with your request within one month, we will inform you and explain why the extension is necessary. We can extend the time to respond by a further two months.

Any information that you put on this form will only be used for this request and will not be shared without your permission, unless the Council is legally obliged to do so.

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| **Tell us who the information is for** |

**Who are you requesting information for**

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| --- | --- |
| Myself  (continue to Section B) |  |
| Someone else  (continue to Section A) |  |

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| **Section A. Request information about someone else**  **If you are making a request on behalf of someone else, you cannot use this form. Instead, please complete the ’Mandate - Permission to release your personal information’ and return it to us at the contact details below.** |

If you are making a request on behalf of someone else, you will need to be one of the following:

* Someone with the parental rights for a child under the age of 12 years. If your child is over 12 years you will need to have their consent to make the request on their behalf.
* A solicitor acting on behalf of someone when they have their legal consent.
* Someone with the Power of Attorney or Guardianship for another person who doesn't have the capacity to make their own decisions.
* Someone acting on behalf of another with signed consent from the data subject.

**Please now complete the ’Mandate - Permission to release your personal information’**

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| **Section B. Information being requested** |

**Tell us which** Department/Service(s) might hold the data you are searching for (if known):

For example, Social Work, Education or Rubbish and Recycling. Don't worry about exact names, but please be as specific as you can.

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**What information you are requesting? Give details:**

Please describe the information you need. Please give as much information as possible to help with your request.

Please provide details of any reference numbers that will assist us to locate the information you require (if known). Reference number(s):

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Please let us know any date ranges for the period of your request. These are important in helping us find the information you are looking for. For example, 31st March 2019 to 1st March 2020.

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| **Records of being in care** |

**Does your request relate to records from when you were in care?**

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| --- | --- |
| Yes |  |
| No |  |

**Are you seeking your personal information to support an application to Scotland’s Redress Scheme**

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| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**If you are asking for information about being in care, we understand that this can be difficult. If this is the case and you would like some support, please let us know and we can provide you with details of someone who can help.**

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| **Receiving the information** |

Please let us know how you would like to receive the information requested (electronically, collect in person).

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| Via secure Email: |  |
| Collection of paper copy from approved location: |  |

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| **Your details** |

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| First Name: |
| Surname: |
| Previous or other name(s) known by: |
| Date of Birth: |
| Telephone number: |
| Email address: |
| Present Address: |
| Please provide details of previous addresses that may be of assistance to this request: |

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| **Identification** |

Dumfries and Galloway Council must take steps to ensure that the request is genuinely from you to protect your personal data. We need to confirm your identity and your address, so we need to see proof of your **name, date of birth, and address**.

**Proof of ID** – we do this in various ways:

* **If you are currently in communication with a Local Authority Officer**, **such as a Social Worker, or a teacher**, then they can confirm your identity. Please ask them to confirm you are the named person making the request by emailing [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk) from their work email account. **Please note the person you ask should not be related to you, living at the same address or in a relationship with you.**
* **If you do not have current contact with a Local Authority Officer,** please provide proof of identification (ID) when submitting your request. We will need **two** forms of identification to be sent along with your request one of which should include your address.

Something that identifies you, for example:

* **Passport**
* **driving licence**
* **Birth certificate** **or adoption certificate**

Something that confirms your address such as:

* **utility bill**
* **bank statement**
* **council tax bill**

This list is not exhaustive and other forms of identification may be acceptable.

* + If making your application by email or post, please send black and white photocopies rather than originals.
  + Or you can take proof of ID, along with your SAR, to a Council building, so that a member of Council staff can confirm your ID. If you are a parent or carer wishing to make a SAR, you can get your ID authorised at your child’s school.

If you do not have any of these forms of ID, please contact us. **If we are unable to verify your identity with the information provided, we may need to ask for further information. The timescale for responding begins once you have completed the verification.**

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| **Declaration** |

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| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I would like to receive the above information that is held about me by Dumfries and Galloway Council. I understand that it is an offence to impersonate another person. | |
| Signed: | Date: |

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| **Completing this form** |

Please complete the form and return along with your proof of identify to:

Email: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk)

Or in person or by post to:

Data Protection Officer

Dumfries and Galloway Council Headquarters

English Street

Dumfries

DG1 2DD

If you would like help or advice when completing this form or have any questions, please contact the Information Governance Team at: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk) or by phone: 01387 260467

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| **Checklist**   * Have you completed as much information as possible? * Have you signed and dated the form? * Have you enclosed **TWO** forms of appropriate proof of ID?   + Something that identifies you   + Something that confirms your address |

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| For Office Use Only: | |
| Date SAR was received: |  |
| What ID documents were provided: |  |
| Insert passport or driving licence number (if applicable): |  |
| Date of SAR identification verification check: |  |
| Name of employee who verified identification: |  |