**Access to Personal Information/Record(s)**

**Guidance notes for applying for access to your personal information/record(s)**

**🔓 Data Protection:** We will use the information you provide to process your subject access request and for monitoring and statistical purposes.

It may be necessary to share your information with other agencies (e.g., Health organisations, Police, Local Authorities, DWP, HMRC and Coventry City Council internal departments) which have provided information about you to us, in order to complete your request.

More information on how we handle personal information and your rights under the data protection legislation can be found in our [Privacy Notice](http://www.coventry.gov.uk/privacypolicy).

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**Applying for information/record(s)**

In order to make it both easier for you as the applicant and for Coventry City Council to readily identify a request for personal information, we have provided the following form for you to include all the details we may require in order to locate the information you are seeking.

Under the legislation we are required to confirm the identity of the requester, to ensure that we only disclose personal information to those who have a legal right to receive it. Therefore, we will need to see proof of identification and will require one document from each list. A **clear full colour copy** from each of the lists below should be provided.

**Personal Identity Documents List 1:**

* Current signed passport
* Current full driving licence (paper or photocard)
* Birth certificate
* Adoption certificate
* Marriage certificate

**Residence Identity Documents List 2:**

* Gas, Electricity or Water Bill (dated within last 6 months for your current address)
* BT/Cable Fixed Line Telephone Bill (dated within last 6 months for your current address)
* Council Tax Statement/Payment Book (dated for current year)
* Current bank or building society statement (dated within last 6 months showing your present address)

**NOTE: We cannot accept provisional driving licences or mobile phone bills as identification.**

Completed forms should be sent to: Information Governance Team, Coventry City Council, PO Box 7097, Coventry, CV6 9SL or emailed to [informationgovernance@coventry.gov.uk](mailto:informationgovernance@coventry.gov.uk)

**Access to Personal Information/Record(s)**

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| --- | --- | --- | --- | --- |
| **Section 1 : Details of person whose personal information are being requested** | | | | |
| 1. | **Name\*** |  | | |
| 2. | **Present Address\*** |  | | |
|  | | |
|  | | |
| 3. | **Post Code\*** |  | | |
| 4. | **Date of Birth\*** |  | | |
| 5. | **Contact Telephone No. \***  **Email address:** |  | | |
| 6. | **Previous Known Names (if applicable)** |  | | |
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|  | | |
| 7. | **Previous Address(es)**  **(if applicable)** |  | | |
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| 8. | **Proof of Identity Supplied: e.g. Driving licence, passport etc.** | |  | |
| 9. | **Other Family Members (e.g. parents, siblings)- for Social Care record only** | | | |
| **Surname** | **First Name(s)** | **Date of Birth\*** | **Relationship** |
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| **Section 2 : Only to be Completed if Acting on Behalf of the Requester** | | | |
| 10. | **Name** |  | |
| 11. | **Address** |  | |
|  | |
|  | |
| 12. | **Post Code** |  | |
| 13. | **Contact Telephone No.** |  | |
| 14. | **Email address:** |  | |
| 15. | **What is your relationship with the Requester?** |  | |
| 16. | **Evidence of entitlement to act on behalf of the Requester, e.g. written authority, Lasting Power of Attorney etc.** |  | |
| **Section 3: Information Required (To be completed by all applicants)**  So that we can find and retrieve the information you want, please provide as much information as possible.  Tell us in your own words what information you require. Please include details of department(s) (if known); any reference numbers (eg payroll or client numbers); specific date ranges; or reasons why you believe Coventry City Council has your personal information. Please expand on a separate sheet of paper if necessary. | | | |
| 17. |  | | |
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| 18. | **Date you made a similar or identical request (if applicable):** | |  |

|  |  |  |
| --- | --- | --- |
| ***Section 5:*** | | ***How we will provide the information to you.*** |
| 19. | * Usually we send your information to you electronically (emails will be encrypted and you will be required to contact the IG office for your password). * In exceptional circumstances it may be possible to arrange an alternative method. This will be subject to the volume and any outside circumstances beyond our control.   **Important** – If you wish us to post the information, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post, incorrectly delivered or opened by someone else in your household. | |

**DECLARATION**

To be completed by all applicants. Please note that any attempt to mislead the Council may result in prosecution.

I understand that it is necessary for the Council to confirm my identity and it may be necessary to obtain more detailed information in order to locate and correct information.

I understand that if I am acting on behalf of another person, the Council may contact them for confirmation of my authority to act on their behalf.

Signature ……………………………………………………………….

Date …………………………………………………………………..

**Note**: The Council will not start processing your request until it is satisfied upon these matters.

**Please return this completed form, along with all other required information, to the address shown on the front of this document.**

For office use only:

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reference Number: \_\_\_\_SAR\_\_\_\_\_