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## **Guidance notes for applying for 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 which have provided information about you to us, in order to complete your request. We may therefore share you information with Health organisations, Police, Local Authorities, DWP, HMRC and Coventry City Council internal departments.

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).

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

We have provided you with the following form to help you complete your request. You should include as much detail as possible to help us locate the information you need. You can make the request directly to us, or you may ask your social worker/PA to make it on your behalf and/or give you support.

Under the legislation we are required to confirm the identity of a requester, to ensure that we only disclose personal information to those who have a legal right to receive it. Therefore, we need to see some form of identification and where possible will require one document from each list below. A **clear full colour copy** should be provided. **If you do not have any of the ID documents listed below, please speak to your PA or social worker who will be able to assist in confirming your identity.**

## **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

**CARE LEAVERS**

**RIGHT OF ACCESS (SUBJECT ACCESS REQUEST FORM)**

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| **Part 1: APPLICANT: Person that the information relates to (data subject):**  |
| Title | Mr/Mrs/Miss/Ms/Dr/Rev/Other |
| Full Name |  |
| Maiden/Previous Names |  |
| Date of Birth |  |
| Current Address |  Postcode:  |
| Telephone number |  |
| Email address |  |
| Previous addresses (if applicable) |  |

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| **Part 2: Do you have a current PA (Personal Advisor/Assistant)?** |
| YES |  | NO |  | N/A |  |
| If Yes: Name of PA |  |
| Do you give your consent for us to contact your PA to provide support to you?  | Yes |  | No |  |
| If no PA, do you have someone to support you with reading the records?  | Yes |  | No |  |
| Would you like support from a duty social worker to help you understand the information?  | Yes |  | No |  |

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| **Part 3: Are you making this request for information on your own behalf:** |
| YES (Please go to part 5) |  | NO (please go to part 4) |  |

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| **Part 4: Person (representative) acting on behalf of the data subject:**  |
| Title | Mr/Mrs/Miss/Ms/Dr/Rev/Other |
| Full name |  |
| Address |  Postcode: |
| Telephone No |  |
| Email Address |  |

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| **What is your relationship to the data subject: (ü)** |
| PA |  | Legal Representative |  |
| Carer/Legal Guardian |  | Other (please specify) |  |

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| **Please provide proof that you are legally entitled to act on the data subject’s behalf (ü)** |
| Signed letter of Authority |  |
| Legal document e.g., Court Order  |  |
| Other (please give details): |  |

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| **Part 5. Please provide one form of identification from each of the below lists:**  |
| **Proof of Identity Supplied (ü)** | **Proof of Residency Supplied (ü)** |
| Birth Certificate |  | Gas or Electricity Bill |  |
| Full Driving Licence |  | Council Tax statement |  |
| Marriage Certificate |  | Bank/Building Society statement |  |
| Valid Passport |  | Water Bill |  |
| Adoption Certificate |  | Other (please specify) |  |
| **Please note.** Residency documents should be dated within the last 6 months for your current address. **If you are unable to provide any of the above, please contact either your PA/social worker or the Information Governance Team for further guidance.** |

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| **Part 6. Information Required (to be completed by all applicants)**So that we can find and retrieve the information you want, please provide as much detail as possible. Where possible include the types of information / documents you are seeking: either minutes, forms, assessments or a specific event/topic.  |
| **Details of the information you are seeking:** |
| **Provide a timescale for the information you are seeking:**  |
| **From:** | **To:** |
| **Have you made a similar or identical request previously? If so please provide the date this was made and if known the reference number.** **Date: SAR Ref No:**  |

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| **Part 7. How we will provide the information to you.**  |
| * Information will be sent to you electronically (information will be sent securely and you will be required to contact the information governance office for your password).
* In exceptional circumstances it may be possible to arrange an alternative method. However, this will be subject to the volume of information and any outside circumstances beyond our control.

**Important** – In the event information is sent by post, 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.  |

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| **Part 8. Representative’s Declaration****WARNING** – **It is a criminal offence to attempt or to obtain the personal information of another by deception.** I confirm that I am the person mentioned above in Part 4 and I request that Coventry City Council provides access to the personal information for the person mentioned in Part 1, details of which has been described in Part 6.Signed:……………………………………………. Date……………………………  |

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| **Part 9. Declaration**I confirm that I am the person mentioned in Part 1 and I request that Coventry City Council provides me access to my personal information as described in Part 6. Signed:………………………………………………Date:………………………… |

Please send you completed form to the Information Governance Team at the address given on the front page of this document.