

# Access to Personal Information

(Subject Access Request under Data Protection Legislation)



- If you are asking for your own information, complete Sections 1, 2 and 6.
- If someone is acting on your behalf, you need to complete Sections 1, 2, 3, and 6 and your representative needs to complete Section 4.
- If you are acting on behalf of someone who doesn't have capacity to act on their own behalf, complete Sections 1, 2, 5 and 6.

### Data protection statement

- The data you provide will be used for the sole purpose of processing this information request. Your information will not be passed to any other parties or used for any other purpose unless we are legally obliged to do so.

<b>1. Details of the person the information is about</b>
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Name: .....

Address: .....

.....

.....

Previous address if moved in the last three years.....

.....

.....

Date of Birth ..... Telephone No/s .....

<b>2. Which department / team might hold the information? To help us locate any personal information which we hold, please supply any relevant information:</b>
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Name of Department(s) involved .....

.....

What service(s) was used or received? .....

.....

When was the service used? .....

**What information would you like?**

.....  
.....  
.....

**Is there anything else to add that might help us to locate the information?**

.....  
.....  
.....  
.....

**3. If someone is acting on your behalf, please complete the following:**

I am the person named in Section 1 of this application form. I am seeking access to personal information held by Shropshire Council. I am nominating the person named in Section 4 of this form to act on my behalf. I am giving this authorisation freely.

Select one of the following:

Please provide the information directly to me at the address in Section 1:

Please provide the information directly to my representative with the details given in Section 4:

Signed ..... Date .....

**4. If you are acting on behalf of the person named in Section 1 of this form.**

My name is: .....

I have been authorised to act on behalf of [name of the person you are acting for]:

.....

I declare that I will only disclose the information that I am supplied with, to the person on whose behalf I am acting, unless they give me their express permission.

Signed: ..... Date .....

Address:

.....  
.....

**5. If you are acting on behalf of someone who does not have the capacity to act on their own behalf, complete the following. You may be asked to provide proof of any formal position you hold.**

\*Please note that if you are a parent requesting information about your child, you must be able to demonstrate that you are legally able to do this. This generally means that you must have parental responsibility for the child. But it should also be noted that a parent can only be granted access to their child's records if this is considered to be in the child's interests. If the child has the capacity to understand the application, you and your child should complete sections 3 and 4 of this form.

My name and address are:

.....  
.....

I act on behalf of the person named in Section 1 as (eg Guardian, Power of Attorney, Parent\*)

.....  
.....

**6. Please complete, sign and date the following:**

I understand that

- in order to proceed with the request, the council may require proof of identity by production of appropriate document(s), eg photocopy of passport or photocopy of photo card driving licence. (If you do not have these documents please contact us to discuss alternative arrangements.)
- if I am acting on behalf of another person, I may be asked for proof of this
- I don't need to send any documentation until I am requested to do so.

I understand that

- in most cases a fee will not be charged
- if the request is deemed to be manifestly unfounded or excessive, a 'reasonable fee' may be charged for the administrative costs of complying with the request.
- I will be contacted before any fee becomes chargeable.

Signed ..... Date.....

Please return this form to:

**PRIVATE & CONFIDENTIAL**  
Information Governance Team  
Shropshire Council  
Shirehall  
Shrewsbury  
Shropshire  
SY2 6ND