

# Subject Access Request Form

Please refer to the explanatory notes for help completing this form. If you are seeking personal information about yourself please complete Sections 1-4. If you are giving permission to someone else to apply for access to your personal information on your behalf, all sections except Section Four must be completed. Please print clearly in pen.

## Section One

### Personal details of Data Subject

Surname \_\_\_\_\_

First Name(s) \_\_\_\_\_

Former Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

If residing at this address for less than two years please provide previous address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Section Three

### Additional required information

**You must provide:**

- two proofs of identity, including confirmation of the data subjects current address. Copies will be accepted if posted but we reserve the right to have sight of original documentation.
- a cheque/postal order(s) for £10 made out to MANCOR (Only use cash if you deliver the form in person and obtain a receipt when you hand in the form)

## Section Four

### Declaration of Data Subject

I confirm that I am seeking access to personal information about myself.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Section Five

### Declaration of agent on behalf of Data Subject (to be completed only by person(s) acting on behalf of the data subject)

I confirm that I am acting on behalf of the Data Subject. In addition to completing this and Sections 1-3 above, I attach a signed letter of authority from the data subject and the proofs of identity indicated in Section Three.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone number \_\_\_\_\_

## Use of the information you have supplied

This will be used to confirm identity and to locate the requested information. It may also be used for statistical and monitoring purposes.

The completed application form, fee and supporting proof of identity (and letter of authority if acting as an agent) should be returned in person to any Council office or by post to:

The Information Compliance Officer  
 Democratic Services Team  
 Chief Executives Department  
 Town Hall  
 Albert Square  
 Manchester  
 M60 2LA

<b>For official use only</b>	
Form received by:	
Telephone No:	
Date received:	
Department:	
40 calendar days expires:	
Original proofs checked and return to applicant:	YES/NO
or if received by post, copy documentation attached:	YES/NO
Date returned:	
Fee attached:	YES/NO
Indicate nature of ID seen/supplied:	
If agent: letter of authority attached:	YES/NO
Request referred to (officers name):	
Date:	
Response completed and sent:	

## **Explanatory notes - completing the form**

### **Section One**

Please complete your personal details as requested. If it will help us find your information, please tell us if you have been previously known by any other name and/or your previous address if you have lived at your present address for less than two years.

### **Section Two**

To speed up the process, it is important that you provide us with enough detail about the information you are seeking. Please mention the service area/activity if known or the names of any officers with whom you have dealt. You should give any relevant reference numbers that might be used for you. This will help us locate the information you seek and avoid coming back to you for more information.

The Council uses personal information about individuals to provide services and and/to carry out statutory responsibilities. By law the Council must notify the Information Commissioner, an Independent Regulator, of the purposes for which it processes personal information.

These purposes cover the following broad categories: Staff Administration; Advertising, Marketing & Public Relations; Accounts & Records; Property Management (including Council Housing and rent collection); Leisure & Cultural Services; Education; Local Taxes & Other Revenue; Benefits, Grants and Loans Administration; Planning, Licensing, Registration & Regulation; Social Services; Crime Prevention & Prosecution of Offenders; Corporate Functions; Non Commercial and Commercial Services, Historical Archives.

The Council's Notification, registration number is Z6942262, is viewable on the Public Register on the Information Commissioner's website ([www.information commissioner.gov.uk](http://www.informationcommissioner.gov.uk)). This list should cover your dealings with the Council and may help you to focus on the personal information you are seeking to access.

### **CCTV footage requests**

In completing section 2 of the form, you need to provide:

- where you were and your direction of travel (you could show this on a map)
- the approximate time (to the nearest 15 minutes)
- what you were wearing, including a description of any distinctive/colourful clothing
- whether the images of any other people are likely to appear in the same footage

In addition to other proofs of ID, you will need to supply a recent photo of yourself

## **Section Three and Five**

The Council is committed to protecting your personal information. For this reason, we need proof of your identity (2 items) to make sure your information is not disclosed to anyone else without your written permission. Copies of proofs of identity will normally be accepted with forms received by post but we reserve the right to have sight of original documentation if required. We will need 2 forms of documentary evidence confirming that you are who you say you are. Examples are current council tax or utility bill, birth certificate, passport or driving licence, showing your name and current address.

If you deliver your form, the receiving officer will verify your identity so you can take the original documents away with you as soon as they have been checked.

The Council is entitled to charge a statutory fee of £10 to cover the cost of dealing with your request.

### **Time limit for responding**

As soon as you have supplied sufficient information and paid the fee, the Council will gather the information you require and respond to your request as soon as possible and within no more than 40 calendar days.

### **Disclosing information**

Normally we will disclose the requested information but on occasion it may not be possible to do this if supplying the information would be likely, for example, to compromise:

- The way crime is detected or prevented
- Catching or prosecuting offenders
- Assessing or collecting taxes or duty

In some cases your right to see certain education, health and social work details may also be limited by law.

### **Complaints**

If you are dissatisfied with the Council's response, you may complain using the Council's complaint procedure or contact the Information Commission.

### **Returning the form**

The completed form, fee and supporting proof of identity (and letter of authority if you have appointed someone to act as your agent) should be returned in person to any Council Office or by post to:

The Information Compliance Officer  
Democratic Services Team  
Chief Executives Department  
Town Hall  
Albert Square  
Manchester  
M60 2LA