



General Data Protection Regulations 2018 Subject Access Request

The General Data Protection regulations 2018 provides you, the Data Subject, with a right to receive a copy of the data/information that Powys County Council holds about you. You can also authorise someone else to act on your behalf. To request this information, you must complete the form shown below. You will also need to provide proof of your identity.

If you are making a request about educational records there is a sliding scale of fees dependent on the number of record pages disclosed to you. The maximum fee payable is £50.00. Please contact the Information Compliance Unit for further information.

What are your rights?

- To ask the Council if it holds information about you.
- To ask what the Council uses the information for.
- To be given a copy of the information
- To be given details about the purposes for which the council uses the information and of other organisations or persons to whom it is disclosed.
- To ask for incorrect data to be corrected

Application for Access to Personal Information

Section 1 (All applicants must complete the relevant sections)

Data Subject's full name	
Date of birth	
Address, including post code	
Tel number:	Email address:

If the Data Subject has lived at this address for **less than 2 years**, please tell us their previous address, including postcode:

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Has the data subject ever been an employee of Powys County Council?

Yes	No	Don't know
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a) Has the data subject ever been an employee of a former local authority within the County of Powys?

Yes	No	Don't know
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If yes, please give details:

Section 2

To help us locate any personal information which we hold, please supply any relevant information by ticking the boxes next to the departments that you would like us to search.

Department	Tick Where Appropriate	Persons You May Have Had Contact With
Human Resources		
Employment Services		
Housing		
Housing Benefits		
Council Tax / Non Domestic Rates		
Education		
Children's Services		
Mental Health		
Adult's Social Services		
Building Regulations		
Planning		
Highways		
Rights Of Way		
Environmental Health		
Trading Standards		
Electoral Registration		
Legal		
Libraries / Museums		
Any Other Department Not Listed Above		

Section 3

If you are acting on behalf of a child, young person or adult who lacks capacity please complete the following Proof of Consent. A parent does not have the automatic right to information held about their child. That right belongs to the child and the parent acts on their behalf, providing the parent has Parental Responsibility. Once the child reaches sufficient maturity, the child can exercise their own right, and the parent can only act with the child's consent.

I am undertaking this Subject Access Request on behalf of:

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.....(please print the name of the individual whose personal information you wish to see).

I confirm that I my relationship to them is:

..... (please insert whether you are their partner, parent, legal guardian, social worker etc.)

Please enclose a copy of the full version of the birth certificate (For a child) or the power of attorney (for an adult)

I enclose the following as identification for myself (one photographic and one recent proof of address):

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(valid passport, driving licence, utility bill and / or bank statement)

Declaration (to be signed by the person on whose behalf you are making this request)

I,(please print name) confirm that I consent for

.....to make a Subject Access Request on my behalf.

Signed..... Date

Print name

Section 4

If you are a Legal representative undertaking a Subject Access Request on behalf of a client, you will need to complete this Proof of Consent to show that they are happy for you to do so.

Name of Legal Representative
Of
(insert name of the Legal firm) has granted permission to undertake the Subject Access Request on my behalf.
Please note that we will still need to see proof of identity of the person whose personal information is being sought.
Name (please print)
Signed Date.....

Section 5

Please supply original ID documents as follows:

To confirm identity please supply one of the documents listed below:

- Full valid driving licence issued by a member state of the EC/EEA
- Birth certificate OR Certificate of Registry OR Adoption Certificate
- Full, valid, passport OR ID Card issued by a member state of the EC/EEA OR Travel Documents issued by the Home Office OR Certificate of Naturalisation or Registration

Please indicate which document you are enclosing.

If the Data Subject's name is now different from that shown on the document you submit to confirm his/her identity, you must also supply original documentary evidence to confirm the Data Subject's change of name eg marriage certificate, decree absolute, Deed Poll or Statutory Declaration
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To confirm address please supply one of the documents listed below:

- Utility bill for the quarter prior to the application
- Council tax demand
- Bank, Building Society or Credit Card statement dated within the last quarter

Please indicate which document you are enclosing.

Declaration

Under the terms of the General Data Protection Regulations 2018, I request that you provide me with a copy of the Personal Data about the Data Subject which you process for the purposes I have indicated above. I confirm that this is all of the Personal Data to which I am requesting access. I also confirm that I am either the Data Subject or acting on their behalf.

Signed	
Print name	
Date	

Before posting the request, please make the following checks:

- a) Have you completed the relevant sections of the request?
- b) Signed the declaration above?
- c) Enclosed the originals of identification documents?

We recommend that you send the completed form and documents by a secure method such as Recorded Delivery. Once the documents have been checked, they will be returned to you by first class recorded delivery to the address shown on the application.

Please send your request and documents to:

**Powys County Council
Information Compliance
County Hall
Spa Road East
Llandrindod Wells LD1 5LG**

***On receipt of your completed form, Powys County Council has one month
in which to respond to your request***