**Dundee City Council**

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**Subject Access Request**

# **Section 1- What is a Subject Access Request?**

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| **A Subject Access Request, which can also be referred to as a SAR, is one of a number of rights given to individuals. SAR’s provide the right of access to personal data that Dundee City Council holds about them.**  **The right of access extends to all information held on an individual and includes personnel files, data-bases, interview notes and emails referring to the individual.**  **Individuals have the right to obtain confirmation as to whether personal data is being processed. In addition to a copy of your personal data, we also have to provide the following information:**   * the purposes of processing; * the categories of personal data concerned; * the recipients or categories of recipient where we disclose your personal data to; * the retention period for storing the personal data or, where this is not possible, the criteria for determining how long you will store it; * the existence of right to request rectification, erasure or restriction or to object to such processing; * the right to lodge a complaint with the ICO or another supervisory authority; * information about the source of the data, where it was not obtained directly from the individual; * the existence of automated decision-making (***including profiling***); and * the safeguards provided if your personal data is transferred to a third country or international organisation. (***where relevant***) |

# **Section 2 – Data subject’s details**

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Previous/Other name(s) known by: |  |

|  |  |
| --- | --- |
| Please provide your **postal address, email address or telephone number.** (This is to allow us to contact yourself if we have any questions in regards to your request. |  |
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| Please state how you would like to receive your request once complete i.e. post, electronically by email\* |  |

**(\* Please note if opting via email, Dundee City Council cannot take responsibility once it has left our servers, as we cannot guarantee the security once sent via email)**

# **Section 3 – Proof of data subject’s identification**

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| The reason we ask for proof of identification is to maintain the security of the information we hold. This will help to ensure that we do not release personal information to anybody unless we have permission to do so.  If you are completing this form and requesting your own personal data then please provide proof of your own identity. However, if you are completing this form on behalf of someone you are representing, then please provide identity documents for yourself.  To enable you to ask for information on behalf of someone else, you will need either a signed mandate from the individual or official authority such as power of attorney.  Please note that we will accept a copy or scan of your identification document(s) i.e **passport, or driving licence, or birth certificate (or certificated copy) or at least two official letters such as from a utility company recently dated.** Any original documents you send to us will be returned to you.  Alternatively, you can visit any Dundee City Council East/West rent office, Dundee House or visit main reception at 20 City Square, Dundee. If calling to any of the mentioned offices, please state to member of staff that this is in relation to a Subject Access Request.  Should you be unable to produce any of the said identification documents, please contact us on the details listed at the end of this paper, so we can discuss further ways to prove identity. |

# **Section 4- Information you are seeking to obtain**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please give us details of all the personal data you would like to access in the box provided below.  It would help if you could tell us which part of the Council (department/ service area) holds information about you. **Where you can, we would ask that you be as specific as possible**. This is so we can source the relevant information you are seeking to obtain.  **Please provide all relevant details of the personal data you wish to access**:   |  |  | | --- | --- | | **Service you require information from?** (i.e. education, social work , rent etc) | **Dates to and from if applicable** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |

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| **Section 5 Declaration** | | | | | |
| Declaration:  I request access to the personal data indicated above and have enclosed the required 2 forms of identification.  I confirm that I am the Data Subject and am not acting on behalf of someone else. | | | | | |
|  | Signed: | | Date |  | |
| This section to be completed by persons other than the Data Subject, and acting on behalf of the Data Subject: | | | | | |
| Declaration:  I confirm that I am acting on behalf of the data subject and have submitted proof of my identity and authority to receive this data: | | | | | |
| Name: | | | | | |
| Address: | | | | | |
|  | Signed: | Date | | |  |
|  | | | | | |

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| **If you are submitting this form via post, please send it to Information Governance, Dundee City Council, 21 City Square, Dundee, DD1 3BY.****If submitting this form via email, please send to** [**infogov@dundeecity.gov.uk**](mailto:infogov@dundeecity.gov.uk)**Should you require any assistance when it comes to filling in your Subject Access Request, you can either email or telephone the Information Governance department on (01382) 434206/307539** |

***\*To ensure we deal with your request as quickly as possible, can you please complete all relevant sections***