

THE DATA PROTECTION ACT

SUBJECT ACCESS REQUEST APPLICATION FORM

Under the Data Protection Act, individuals are granted the right to access personal data that is held about themselves. Access may be granted directly to the individuals or to someone acting on their behalf with their written authority (e.g. close relative, solicitor).

In order that we can respond to your Subject Access Request, please complete the form below or send a request in writing stating what personal data you wish to access. The information is required to enable the London Borough of Enfield to satisfy the legal requirements placed upon it to confirm your identity and to ensure that sufficient details are supplied to locate the data. You will see that certain documents will need to accompany this application.

On receipt of this form or a request in writing and suitable ID, we will respond to you within 1 calendar month.

Please be aware you will be required to produce one of the following as **proof of identity** before we will proceed with your request:

- Current Passport (or photocopy)
- Current Driving Licence (or photocopy)
- A combination of two different utility bills and/or bank statements no more than 3 months old

How we use your information

The information you give us will be used to progress your request and for related administrative purposes. All your information is treated with respect and in accordance with the legislation. If you are making this request on behalf of someone else we may undertake checks with schools, other agencies and other adults who have responsibility for this person to determine your right of access to the information. If you would like more information please see our website at www.enfield.gov.uk

Subject Access Request Guidance and Checklist:

REQUESTING YOUR OWN INFORMATION

You will need to include:	✓
The request in writing (email or via customer platform is acceptable)	
Proof of your identity	
Sufficient details to locate the information	

REQUESTS ON BEHALF OF CHILDREN

A parent does not have an automatic right to information held about their child. The 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 must act with the child's consent.

Where parents have separated, consideration should be given to the 'best interests' of the child in releasing information to the requesting parent.

In England and Wales the age at which the child reaches sufficient maturity is judged to be the age of 13, but this may vary according to factors particular to that child.

For a child sufficiently mature/over 13 you will need to complete the Application Form and SECTION A of the Proof of Consent Form.

You will need to include:	✓
The request in writing	
Proof of identity of the requester (adult)	
Proof of the child's consent for the adult to access their information	
Proof of identity of the data subject (child)	
Sufficient details to locate the information	
Proof of the responsibility of the adult for the child	

For a child insufficiently mature/under 13 you will need to complete the Application Form and SECTION B of the Proof of Consent Form.

You will need to include:	✓
The request in writing	
Proof of identity of the requester (adult)	
Proof of identity of the data subject (child)	
Sufficient details to locate the information	
Proof of the responsibility of the adult for the child	

REQUESTS ON BEHALF OF ADULTS

For an adult acting on behalf of another adult without capacity you will need to complete the Application Form and SECTION B of the Proof of Consent Form.

You will need to include:	✓
Proof of identity of the requester (adult)	
Proof that the requester may act on behalf of the data subject	
Proof of identity of the data subject (adult without capacity)	
Sufficient details to locate the information	

For an adult acting on behalf of an adult with capacity you will need to complete the Application Form and either SECTION A or SECTION C of the Proof of Consent Form.

You will need to include:	✓
The request in writing	
Proof of identity of the requester – if a solicitor, a letter on headed paper will normally be sufficient	
Proof that the requester may act on behalf of the data subject	
Proof of identity of the data subject	
Sufficient details to locate the information	

Personal Information - Subject Access Request Form

Your name.....Sex

Home address.....
.....
.....
.....

Contact No.....

Email address

Length of time at this address Years

Any other names you are/were known by

Name of person whose records you want to see (**if different from above**)
.....Sex:

Address if different from above
.....
.....
.....

Contact No

Email address

Length of time at this address Years

Any other names the person is/was known by
.....

Are you (or the person whose records you want to see) **currently** in contact with Enfield Council?

Yes No

If **yes**, what is the name and address of the person you are in contact with?

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

If **no**, please can you give us details of where you* lived when you were in contact with Enfield Council:

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

*or the person whose records you want to see



I would like

a copy of my information to be sent to my address by ordinary post

to come in and view/collect my information/file with a social worker present if appropriate

my information emailed to me*. My email address is

*Enfield Council takes no responsibility for personal information transmitted via email, as this is not a secure method of exchange/transfer. Paper files will be scanned and sent electronically.

I would like to see

information relating to social care services

information relating to education provision

other

Please describe the personal data you require access to together with any other relevant detail that will assist in identifying this data.

Examples:

- **if data is only required from a particular department or a selected number of departments then please indicate this in the space below**
- **detail any reference / account numbers you are aware of**
- **define whether the data required is for the current period or if historical indicate time span required**

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Declaration

I wish to see my own records and enclose a copy/s of appropriate identification*

*Please be aware you will be required to produce one of the following as **proof of identity** before we will proceed with your request

Current Passport (or photocopy)

Current Driving Licence (or photocopy)

A combination of two different utility bills and/or bank statements no more than 3 months old

Verification by a Council Officer who has been working with you (this will be recorded on your file)

Signed

Date

If you are acting on behalf of another person, please complete the relevant Section of the attached Proof of Consent Form:

Complete **Section A** if you are acting on behalf of someone else **OR**

Complete **Section B** if you are acting on behalf of a child under 12 or an adult who lacks capacity;

OR Complete **Section C** if you are a legal representative

Proof of Consent Form (Subject Access Request)

One section of this form must be completed if you are undertaking a subject access request on behalf of someone else.

Section A

To be completed when acting on behalf of an adult or young person

I am undertaking this subject access request on behalf of:
.....
(Insert name of individual whose personal information you wish to see)

My relationship to them is:
.....
(e.g. partner, parent, legal guardian, main carer, advocate, etc.)

I enclose the following form of identification:
.....
.....
(e.g. copy of your passport, driving licence, combination of utility bills and/or bank statements)

Declaration

I, the data subject, confirm that I am happy for
.....

to undertake this subject access request on my behalf

Signed

Date.....

If you are carrying out a Subject Access Request on behalf of a child of 12 or over, they will need to sign the above declaration to confirm they are happy for you to act on their behalf.

Section B

To be completed when acting on behalf of a child **under 12**, **or** an adult who lacks capacity

I am undertaking this subject access request on behalf of:

.....
(Insert name of individual whose personal information you wish to see)

My relationship to them is:

.....
(e.g. parent, legal guardian, main carer, advocate etc.)

I enclose either a copy of

their birth certificate to confirm they are under 12 years

or

my personal Welfare Power of Attorney for the subject

I enclose the following form of identification:

.....
.....
(e.g. copy of your passport, driving licence, combination of utility bills and/or bank statements)

Declaration

I confirm I am the subject's main carer.

Signed

Date

Section C

If you are a legal representative undertaking a subject access request on behalf of a client, they will need to complete this section on the form to show they are happy for you to do this.

.....
(Insert the name of the legal representative)

of

.....
(Insert the name of the legal firm)

has permission to undertake this subject access request on my behalf. I also enclose a copy of the following form of ID to confirm my identity as the subject

.....

.....
(e.g. copy of your passport, driving licence, combination of utility bills and/or bank statements)

Name

Signed.....

Date

Please return the completed form and documents to one of the following addresses:

<p>Your Department address</p> <p>London Borough of Enfield,</p> <p>P.O. Box xx</p> <p>Civic Centre,</p> <p>Silver Street</p> <p>Enfield,</p> <p>Middlesex</p> <p>EN1 xxx</p>	<p>The Data Protection Officer,</p> <p>London Borough of Enfield,</p> <p>P.O. Box 54,</p> <p>Civic Centre,</p> <p>Silver Street</p> <p>Enfield,</p> <p>Middlesex</p> <p>EN1 3XF</p>
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