



DATA SUBJECT ACCESS REQUEST (DSAR)

Privacy Declaration

Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at scarborough.gov.uk/gdpr or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email dataprotection@scarborough.gov.uk).

Right of Access

The right of access, commonly referred to as a Data Subject Access Request, gives individuals the right to obtain a copy of their personal data as well as other supplementary information. It helps individuals to understand how and why the Council uses their data, and check it is done lawfully.

Your Details

Surname	
First name	
Previous name(s) if applicable	
Address <i>Please provide details of previous address, if relevant on a separate sheet</i>	
Postcode	
Email address	
Date of birth	
National Insurance Number	

If you are making a request on behalf of someone else, you will also be required to provide their details and will need to provide evidence that you are entitled to request the personal information. For example, if you are the subject's parent, we will need a copy of the long-form birth certificate that includes your name and address.

On most occasions, as a third party you will also need to provide a written authority from the data subject that includes their name, address and signature.

Data Subject Details (if different from above)

Surname	
First name	
Previous name(s) if applicable	
Address <i>Please provide details of previous address, if relevant on a separate sheet</i>	
Postcode	
Date of birth	
National Insurance Number (if applicable)	
Details of Identification documents attached	

Request Details

To help us respond quickly and efficiently, please select the areas of disclosure that interest you from the list below. Note that HR records are for employees and ex-employees only.

Select the areas(s) from which you are requesting your data to be accessed

Human Resources		Environmental Services	
Housing Benefits		Democratic Services	
Council Tax		Parking Services	
Housing Services		Other – please give details	

What is the reason for requesting access? Please tick the relevant boxes

To check if any of my personal data is being processed	
To have a description of the personal data being processed	
To know the reason for processing my personal data	
To know if my personal data will be given to any other organisations or people	
I believe there is a legal obligation to allow me access to my data	
To obtain a copy of the information comprising the personal data	
To know the details of the source of the personal data (where this is available)	
To know that my personal data is held in line with the Council's retention policy	
Other (uncommon) – <i>please provide details</i>	

Is there a specific timeframe you require the data from/too?

Date from:		Date to:	
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Please provide any further information that you wish the Council to consider as part of this request.

Evidence

You must provide evidence of your identity - we require photographic ID that includes your date of birth and signature such as a driving license, passport or ID card. If you are unable to provide such evidence, please contact us to discuss alternative options.

Declaration

I certify that the information given on this application form is correct. I understand that I will have to provide proof of my identity. I understand that the Council must confirm my/the Data Subject's identity, and that it may be necessary for the Council to obtain more detailed information in order to locate the correct information. I am aware that referees and third parties may be contacted in cases where the disclosure of confidential references and other third-party information supplied in confidence is concerned.

Signature of applicant:	
Date:	
Relationship to Data Subject (<i>where applicable</i>)	

When complete, please return to

**Data Protection Officer
Town Hall,
St Nicholas Street,
Scarborough,
YO11 2HG**

Email: dataprotection@scarborough.gov.uk