



RIGHT TO PORTABILITY REQUEST

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).

The right to Portability allows individuals to obtain a copy of their data in a computer readable format, to enable them to move copy or transfer their data easily from one IT environment to another in a safe and secure manner.

The right is not absolute and only applies in certain circumstances. Full details can be found in the Council's privacy notice.

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 make the request on their behalf. 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

If your request is approved, you will be provided with your data in an open format, such as a CSV file, which can be commonly used and read by machines.

When does the right to data portability apply?

The right to data portability only applies:

- to personal data an individual has provided to a controller;
- where the processing is based on the individual’s consent or for the performance of a contract; and
- when processing is carried out by automated means.

Select the areas(s) from which you are requesting your data in a portable format

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

Please provide any further information that you wish us to consider as part of this request.

Does the data concern any individuals beside yourself/the subject	No		Yes		Unknown	
Will you require the data to be transmitted to another organisation	No		Yes			
If yes please provide the name and address of the organisation						

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.

Failure to provide proof of identity will delay your request.

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