



Penallta House  
Tredomen Park  
Ystrad Mynach  
Hengoed CF82 7PG  
Tel: 01443 864320

Tŷ Penallta  
Parc Tredomen  
Ystrad Mynach  
Hengoed CF82 7PG  
Tel: 01443 864320

## Data Protection - Subject Access Request form

The right of Subject Access provides an individual (data subject), or a person acting on behalf of that individual, with the right of access to information held about them.

The Council will respond to a Subject Access Request within 1 calendar month from receipt of the request and the required identification / documents detailed. This time period may be extended for complex requests; if this is the case, we will inform you of this and give you an amended compliance date.

If you would like advice or assistance in completing this form, please contact the Corporate Information Governance Unit on 01443 864320 or [FOI@caerphilly.gov.uk](mailto:FOI@caerphilly.gov.uk).

This form is available in Welsh, braille and in other languages or formats on request.

### How we will use your information

Caerphilly County Borough Council will process your request, the information relevant to your request, your identity and contact details for the purposes of providing you with a response. A copy of your request and your response will be kept for 3 years.

Your request including your identity and contact details will be distributed to relevant service areas and elected members who may either hold the information you have requested or are involved in the processing of requests. Other organisations and individuals who may be affected by the disclosure of the information you have requested may be consulted prior to a decision being made on the disclosure and your identity may be disclosed to them.

If you make a complaint to the Information Commissioners Office (ICO) or others in relation to the processing of your request, copies of your request, response and any additional correspondence between you and Caerphilly County Borough Council relevant to your request may be shared with them.

You have a number of rights in relation to your information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information.

For further information on how we process your information and your rights please click the following link:

<http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Privacy-notice>

### For office use only

Date Rec:		Rec Officer:		SAR Ref::	
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## Section 1 Identification / Documents needed to support the request

Detailed below are the identification / documents needed to support a Subject Access Request.

Relationship to Data Subject	Identification / Documents needed
I am the data subject making a request for information about myself.	<ul style="list-style-type: none"> <li>• one form of original identification which contains your (data subject) current address e.g. a recent utility bill (within 3 months old), and</li> <li>• one form of original identification which contains your (data subject) signature e.g. a valid driving licence or passport.</li> </ul>
I am making the request on behalf of a child that I have parental responsibility for, as the child is unable to understand the implications of making a request / the information likely to be provided. <sup>1</sup>	<ul style="list-style-type: none"> <li>• one form of original identification which contains your (applicant) current address e.g. a recent utility bill (within 3 months old), and</li> <li>• one form of original identification which contains your (applicant) signature e.g. a valid driving licence or passport.</li> </ul>
I am a solicitor making the request on behalf of my client.	<ul style="list-style-type: none"> <li>• one form of original identification which contains the data subject's current address e.g. a recent utility bill (within 3 months old), and</li> <li>• one form of original identification which contains the data subject's signature e.g. a valid driving licence or passport, and</li> <li>• evidence of your authority to act on behalf of the data subject e.g. recent signed consent form <sup>2</sup> (within 3 months old) or Lasting Power of Attorney - Health and Welfare or similar.</li> </ul>
Any other person with authority to act on behalf of the data subject.	<ul style="list-style-type: none"> <li>• one form of original identification which contains the data subject's current address e.g. a recent utility bill (within 3 months old), and</li> <li>• one form of original identification which contains the data subject's signature e.g. a valid driving licence or passport, and</li> <li>• one form of original identification which contains your (applicant) current address e.g. a recent utility bill (within 3 months old), and</li> <li>• one form of original identification which contains your (applicant) signature e.g. a valid driving licence or passport, and</li> <li>• evidence of your authority to act on behalf of the data subject e.g. recent signed consent form (within 3 months old) or Lasting Power of Attorney - Health and Welfare or similar.</li> </ul>

### Notes

<sup>1</sup> It should be noted that a parent can only be granted access to their child's records if this is considered to be in the child's interests. If a child is 12 years old or over, the child is normally deemed to have the ability to understanding the implications of making a request, therefore the child should either make the request themselves or the request must be made with the child's consent. If the request is being made with the child's consent please see 'Any other person with authority to act on behalf of the data subject' for the identification / documents required.

## Section 2 Details of the Data Subject & Applicant

	Data Subject Details	Applicant Details (if not data subject)
<b>Title:</b>	<input type="text"/>	<input type="text"/>
<b>Forename:</b>	<input type="text"/>	<input type="text"/>
<b>Surname:</b>	<input type="text"/>	<input type="text"/>
<b>Any Other Name:</b>	<input type="text"/>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text"/>	<input type="text"/>
<b>Current Address:</b>	<input type="text"/>	<input type="text"/>
<b>Previous Address:</b> (If you have moved with the last 3 years)	<input type="text"/>	<input type="text"/>
<b>Telephone No:</b>	<input type="text"/>	<input type="text"/>
<b>E-Mail Address:</b>	<input type="text"/>	<input type="text"/>

## Section 3 The request

To enable us to locate the information about the data subject required, please provide as much of the following information as you can:-

**Please describe specifically the information you are requesting:**

**Council services you have received relevant to the request:**

**Any reference numbers or contact names that might be relevant:**

**Any dates that might be relevant:**

**Any additional information that might be relevant to this request:**

**Section 4 Declaration**

**To be completed by all applicants. Please note that any attempt to mislead Caerphilly County Borough Council (CCBC) may result in prosecution.**

I understand:

- that it is necessary to provide CCBC with the relevant identification / documents detailed in Section 1 in order to confirm the identity of the data subject and applicant and to establish authority to receive the information requested.
- it may be necessary for CCBC to obtain further information from me in order to locate the information requested. The request will be on hold until this is received.
- that CCBC may need to consult third parties who may be affected by disclosure of information.
- that a subject access request is a request for information about the data subject identified in Section 2 and if the information requested is subject to an exemption this will be explained to me.

Signature: ..... Date: .....

**Note:** The compliance period in which the Council must respond to this request will not commence until sufficient information in order to locate the information requested and the identification / documents required has been provided have been received by CCBC.

**Section 5 Returning this form**

Please return the completed form and the identification / documents required to:

<p>Corporate Information Governance Unit          Caerphilly County Borough Council          Penallta House          Tredomen Park          Ystrad Mynach          Hengoed          CF82 7PG</p>	<p>To ensure security of your documents, we recommend that you use a mail service with protection for valuables. Alternatively, you can deliver your documents to the Penallta House offices by prior appointment.</p> <p>Please telephone 01443 864320 for an appointment.</p>
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