

# Subject Access Request

Under data protection legislation, individuals are entitled to request a copy of their personal information that is held by an organisation (Subject Access Request).

Fareham Borough Council has a responsibility to ensure that we keep your information safe. For that reason, when you make a Subject Access Request, we ask you to provide us with proof of your identity.

## **Proof of Identity:**

To enable us to verify your identity so that we can protect personal data and ensure we are providing personal information to the relevant person, we will ask that you provide a copy of your passport, driving licence or other photographic ID which also shows your name and signature. Please also provide us with a recent bill (eg, utility bill) which shows your name and address. This will help us to verify your identity.

If you are acting on behalf of the Data Subject, please attach a signed copy of your Authority to act on behalf of the Data Subject.

## **Fee:**

Under data protection legislation we cannot charge for a request, unless a request is considered manifestly unfounded or excessive, particularly if it is repetitive; and/or if further copies of the same information are requested.

The Council can also refuse any requests that are considered manifestly unfounded or excessive and, in that event, the Council will explain the reason for refusal and advise the Applicant of complaints procedure.

## **Timescale:**

The Council is obliged to provide your information within one calendar month of receipt. In the event of complex or numerous requests, the Council may extend the period of compliance by a further two calendar months. In these circumstances, the Council will advise the Applicant and explain why the extension is necessary. At the time you make the request you will be asked how you wish to receive the information if you have not already indicated this.

Please return this completed form, together **with proof of your identity**. You may be asked to attend the Civic Offices to provide this in person which will enable us to verify your identity and ensure we are releasing information to the data subject. If you are making this request on behalf of someone else, please provide a copy of a signed authority from them.

Completed forms can be returned in person to the Civic Offices (Monday – Friday 8.45am-5.15pm), by email to [foi@fareham.gov.uk](mailto:foi@fareham.gov.uk) or by post. Our address is:

# Subject Access Request

Data Protection Officer  
Fareham Borough Council  
Civic Offices  
Civic Way  
Fareham  
PO16 7AZ

## PART A – PLEASE PROVIDE THE DETAILS OF THE PERSON WHO YOU ARE REQUESTING INFORMATION ABOUT (“Data Subject”)

This will be your own details if you are requesting information about yourself.

Full Name

Any previous name

Current address

Postcode

Date of Birth

Contact telephone number

Contact email

I am requesting:

Employee records (please complete A, B & D)

Other (please complete part A, C & D)

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Is there any particular event or period that you are interested in?

Is there any further information you feel may be useful/helpful?

## PART B – FOR EMPLOYEE RECORDS ONLY

What is your current job title?

Employee No.

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Current department  
(and any previous  
Departments where  
you have  
worked?)

## PART C – DETAILS OF THE DATA REQUIRED

To assist the Council in locating this information, please provide as much detail as you can about the specific information you require.

Please include information such as reference numbers, dates or names of staff involved.

Please be as specific as possible.

To allow Fareham Borough Council to reply as soon as possible, please be clear and concise and give as much information as possible in regard to what information you would like to have.

## PART D – CONTACT DETAILS

Only complete if different from above

Name

Address

Postcode

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Email address

Telephone Number

## PART E – PROOF OF IDENTITY

To help establish your identity, you **must** submit a copy of one document from each of the following categories with your application:

(a) Confirmation of name:

- full driving licence, passport, birth certificate.

(b) Confirmation of name and address:

- full driving licence, utility bill, bank or credit card statement, pension book (or other equivalent/similar official document – but it **MUST** show your name and address).

**I am providing the following types of identification:**

(a)		(b)	
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## DECLARATION

Please choose one of the following:

I am:  the person named in Part A

Making this request on behalf of the person named in Part A

If you are making this request on behalf of the person named in Part A, please confirm the nature of your relationship with them\*:

Parent

Legal Representative

Person named on a Court Order

Having endured and legal valid Power of Attorney for them

# Subject Access Request

Their Advocate

Other (please specify below)

Fareham Borough Council is collecting this information to enable us to process your request under our legal obligation. We may need to use your contact details to contact you to discuss your request or if we need further information that will assist us. Your information will not be used for any other purpose or shared with any other organisation, unless provided for by law. Your information may be passed to other departments within Fareham Borough Council to provide the most accurate results. This document will be retained for three years.

For more information, please review the Council's Privacy Policy at <http://www.fareham.gov.uk/privacy.aspx>

**Date**

**Signature**

**Council use only:**

Date ID verified: \_\_\_\_\_