



Royal Borough of Kensington and Chelsea

Data Protection Act 2018

YOUR RIGHT TO INFORMATION

The Data Protection Act 2018 gives you (the Data Subject) the right to apply for a copy of information about yourself. You may, if you so wish, appoint someone (an agent) to apply on your behalf eg. your parent or a solicitor.

In order to help you, and ensure confidentiality, we will need to ask you for;

- A request in writing
- Evidence to confirm your identity, a proof of address and photo ID for example, Council Tax letter and passport or driving licence
- **Sufficient information to locate the data requested**

The Council cannot and is not by law obliged to comply with a Subject Access request on the basis of "What does the Council hold about me?" We are entitled to ask reasonable questions to identify the information you require and what your working and business connections are with us to help locate where the data may be held. Please help us to help you.

Council policy is to provide access to personal information free of charge.

A form is attached to help you lodge your request.

Once your request has been received, the Data Protection and Freedom of Information Team will liaise with the appropriate area of the Council to locate the information you have requested. The information will be reviewed to establish the information you are entitled to under the Data Protection Act. Information which identifies other people will not be released, unless they have given their permission.

You will be provided with a response promptly, or at least within 30 calendar days as required by the law.

If you have any queries about the Data Protection Act and your rights, please contact:

Information Governance and Management Team
Royal Borough of Kensington and Chelsea
The Town Hall
Hornton Street
LONDON W8 7NX

Email: data.protection@rbkc.gov.uk

May 2019

**DATA PROTECTION ACT 2018
APPLICATION FOR SUBJECT ACCESS**



Please complete this form in as much detail as possible. What you tell us here will be used only to help us find the information you have asked for. This will involve liaising with relevant parts of the Council.

1. Details of the Data Subject *(the person whom the information is about)*

Title	First Name(s)	Last Name
Address		
Postcode	Daytime telephone number	
Email address		
If you think it is relevant, please give your previous address and the date you moved from there		

2. Please tick as appropriate

- I am making this application about myself
- I authorise someone else (my Agent), whose details are given below, to deal with this application on my behalf

3. Agent's Details *(Note: the Agent must complete the Agent's Declaration on page 3)*

Title	First Name(s)	Last Name
Address		
Postcode	Daytime telephone number	
Email address		
Agent's relationship to you <i>(eg. solicitor, parent, family member, Power of Attorney etc)</i>		

4. I would like the reply to this request to be sent to (please tick)

My home address My authorised agent's address

I would like to/I authorise my agent to collect the reply personally. (You/your agent) will be asked to produce proof of identity)

5. The information you require

Please describe the information you seek. Please include any relevant information to help us identify the information you require. For example, the relevant Council services you have used, any customer or reference numbers, Council departments and names of staff you have had contact with. Please attach additional pages as required.

6. If you have already had contact within someone in the Council regarding this request, please indicate the name and location of the person you have spoken to.

Contact Name(s)	Service or Department	Date(s)

I understand that to ensure confidentiality it may be necessary for the Council to obtain further information to confirm my identity and to locate the data sought.

Your signature	Date

You should receive an acknowledgement of this request within 3 days of receipt. If not, please contact the Information Governance team at data.protection@rbkc.gov.uk

Please post this form to: **Information Governance and Management Team, Royal Borough of Kensington and Chelsea, The Town Hall, Hornton Street, LONDON W8 7NX**

**DATA PROTECTION ACT 2018
APPLICATION FOR SUBJECT ACCESS**

THE ROYAL
BOROUGH OF



KENSINGTON
AND CHELSEA

AGENT'S DECLARATION

To be completed where someone else is applying for the information on behalf of the Data Subject

Title	
First Name(s)	
Last Name	
Organisation <i>(if relevant)</i>	
Postcode	
Daytime Phone No.	
Email address	
Relationship to Data Subject <i>(eg. solicitor, parent, family member, Power of Attorney etc)</i>	

I declare that I make this application on behalf of and solely in the interests of the named Data Subject, _____ *(insert his/her name here)*.

I accept that to ensure confidentiality, the Royal Borough of Kensington and Chelsea may need to make further enquiries to validate this authorisation.

Agent's signature	
Date	