

# Subject Access Request: Application Form

Please note, you do not need to use the form to tell us which information you want, but this helps you give us the correct details and lets us find your information as quickly as possible.

## What is subject access?

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data. It helps individuals to understand how and why we are using their data, and check we are doing it lawfully.

## Can I use subject access to get hold of someone else's record?

No. The subject access process is confidential between the individual and Renfrewshire Council. We cannot provide you with the details of another person.

The only exception would be if you have legal power of attorney over another person.

## How much does it cost?

There is no charge.

## How long will it take?

We will process your enquiry as soon as possible. However, it may take up to one month from our receiving your correctly completed application until the request is fully answered.

We can extend the time to respond by a further two months if the request is complex or we have received a number of requests from you.

## To help us carry out this request, please carefully complete the form, read and sign the declaration and then send the completed form, along with proof of identity.

To ensure proper security, the Council must be sure of your identity before complying with a subject access request. To confirm your identity, we need to see documents which show your full name and current address. Acceptable documents include driving license or passport for identity purposes and to confirm your address, a household bill (Utility/Council Tax) or credit card/bank statement.

## Checklist

### Documents which must accompany this application:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Evidence of identity i.e. a passport or driving license

Evidence of proof of address i.e. Utility/Council Tax bill or credit card/bank statement

Evidence of the data subject's identity (if different from above)

You can submit this form and accompanying documents:

- by post to the Information Officer, Renfrewshire Council, Finance and Corporate Services, Renfrewshire House, Cotton Street, Paisley PA1 1TR
- by email to [dataprotection@renfrewshire.gov.uk](mailto:dataprotection@renfrewshire.gov.uk) (i.e. a scanned / photographed copies)

Please note that where the term 'Data Subject' is used, it refers to the person about whom the information is being requested.

Please complete clearly using BLOCK CAPITALS

### 1. Details of the person making the request

Title:	
First name(s):	
Surname:	
Date of birth:	
Address:	
Daytime tel no.	
Email address:	

### 2. Are you the Data Subject?

If <b>Yes</b> :	Please supply evidence of proof of identity (please go to Section 4)
If <b>No</b> :	Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed. Please describe your relationship with the Data Subject (please complete Section 3)

### 3. Details of the Data Subject (if different from Section 1)

Title:	
First name(s):	
Surname:	
Date of birth:	
Address:	
Daytime tel no.	
Email address:	
Relationship to the Data Subject:	

#### 4. Describe the information which you are requesting

Please be as specific as possible. Any relevant information such as Personal Reference Numbers will help to identify the information you require.

Please attach any additional notes on a separate sheet and enclose with this application.

#### Declaration

The personal data given for this enquiry will be retained only as long as it is required to process the enquiry and for statistical analysis of the Council's processing of such enquiries more generally. The data will not be used for any other purpose. Further information can be found on <http://www.renfrewshire.gov.uk/article/2201/Privacy-policy>

I, \_\_\_\_\_, certify that the information given on this form is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

