



## **ACCESS TO PERSONAL INFORMATION**

### **Introduction**

- 1.1 "Personal Information" is defined as information which relates to a living individual who can be identified from that information.

### **Personal Access**

- 2.1 Individuals who believe Newry, Mourne and Down District Council hold personal information of which they are the subject can apply to the Council for that information.
- 2.2 Individuals must complete a Subject Access Request Application Form (attached) if they wish to obtain their personal information.
- 2.3 A fee of £10 payable to Newry, Mourne and Down District Council is required for each Subject Access Request. The fee is non-refundable (even if our enquiries reveal that we do not hold any information about you).
- 2.4 If we do hold personal information about you as an individual in a relevant filing system and if we are able to disclose this, the subject access request will be complied with within 40 days from receipt of all of the following: a completed application form, the required fee and the necessary information to confirm the identity of the person making the request.
- 2.5 Please give us as much assistance as possible in identifying the information you want. The Council can refuse your request if you do not provide us with sufficient information to locate the data you seek, or if you cast your request in such wide terms that it would require disproportionate effort to produce it. Please note that the Council can only release information about you. We will not release information which identifies third parties (this includes information about members of your family).
- 2.6 Confidential and privileged information will not be provided.

# DATA PROTECTION ACT 1998

## SUBJECT ACCESS REQUEST APPLICATION FORM

**IMPORTANT:** Before completing this form, please refer to Guidance Notes, overleaf.

			<i>Ref No: (official use only)</i>	
<b>1</b>	<b>Surname</b>		<b>Previous Surname</b>	
	<b>Forename</b>		<b>Previous Forename</b>	
	<b>Title(s)</b>		<b>Date of Birth</b>	

<b>2</b>	<b>Address</b>	<b>Previous Address (if applicable – see Guidance Note 6)</b>		
	<b>Postcode</b>		<b>Previous Postcode</b>	
<b>Daytime contact telephone number:</b>				

**3** *To help us comply with your request it would help us if you could provide us with as much details as possible about the information you require:*

Department(s) or area(s) of the Council where you think the information you seek is held. Please also include any reference number(s), date(s) etc. that relate(s) to it, if known:

Please indicate as clearly as possible, if necessary with a covering letter, what the information is that you are actually seeking. (Please do not just write "ALL")

- 4 Documents/information which will be produced in support of identification:**  
Please see Guidance Note 5 - Please do not place originals of identification in the post.

**I request that you provide a copy of the information to \_\_\_\_\_  
who is acting as my agent. (Please *PRINT the name of the agent who is acting on your behalf*).**

<b>Your signature:</b>	<b>Date:</b>
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**Guidance Notes:**

- 1** The Data Protection Act 1998 gives individuals who are the subject of personal data ("data subjects") a general right of access to the personal data which relates to them.
- 2** Requests for access to records and other information about those records are known as "subject access requests".
- 3** All subject access requests must be made using this form.
- 4** If you have changed your name you should give us details of your previous name(s) to enable us to identify all the information we hold about you.
- 5** Your application must be accompanied by two forms of identification. Between them, they should bear a combination of your name, address and date of birth. It is advised that you send photocopies of original documents as Council cannot be held responsible for original documents lost in the post.

- 6 You should also give us details of your previous address(es) for the period you wish us to identify information for.
- 7 Please give us as much assistance as possible in identifying the information you want. The Council can refuse your request if you do not provide us with sufficient information to locate the data you seek, or if you cast your request in such wide terms that it would require disproportionate effort to produce it. Please note that the Council can only release information about you. We will not release information which identifies third parties (this includes information about members of your family).
- 8 A fee of £10 payable to Newry, Mourne and Down District Council is required for each Subject Access Request. The fee is non-refundable (even if our enquiries reveal that we do not hold any information about you). You are encouraged to pay by cheque or postal order as Council cannot be held responsible for cash sent through the post. Cheques and postal orders should be made payable to 'Newry, Mourne and Down District Council'.

***Please submit your completed application form and payment to:***

Patrick Green  
Head of Compliance  
Newry, Mourne and Down District Council  
Downshire Civic Centre  
Ardglass Road  
Downpatrick  
Co Down  
BT30 6GQ

*PLEASE NOTE: If we do hold information about you in a relevant filing system and if we are able to disclose this to you, your subject access request will be complied with within 40 days from receipt of all of the following: this completed application, the required fee and the necessary information to confirm your identity and to locate the data.*