

Subject Access Request Form

Please refer to the explanatory notes for help completing this form. If you are seeking personal information about yourself please complete Sections One to Three. If you are giving permission to someone else to apply for access to your personal information on your behalf, Section Four must also be completed. Please print clearly.

Section One

Personal Details of Data Subject

Surname

First Name(s)

Previous name(s) by which you have been known (if applicable and relevant to your request)

Address

Post Code

Telephone Number (optional)

Email (optional)

Previous address(es), if this information might assist us in locating the relevant personal information

Section Three

Additional information required

You must provide:

- Two proofs of identity, including confirmation of data subject's current address – copies will usually be accepted but we reserve the right to have sight of original documentation;
- Evidence that you are lawfully entitled to make the request of behalf of the data subject, if you are acting as their agent.

Section Four

Details of agent acting on behalf of data subject (to be completed only by person(s) acting on behalf of the data subject)

By completing this section you confirm that you are acting on behalf of the data subject. In addition to completing this Section and Sections One to Three above, you should attach a signed letter of authority from the data subject (or other evidence that you are entitled to lawfully act on the data subject's behalf) and the proofs of identify indicated in Section Three above.

Name of agent _____

Present Address _____

Post Code _____

Telephone number (optional) _____

Email (optional) _____

Use of the information you have supplied

The information you provide will be used to confirm your / the data subject's identity and to locate the requested information.

For further information on how the Council processes personal data please see its privacy notice, which is available here:

www.newrymouredown.org/media/uploads/privacy_notice.pdf

The completed application form and proof identity (and evidence of authority to act, if making the request as an agent) should be returned by post to:

Head of Compliance

Newry, Mourne and Down District Council

Downshire Civic Centre

Ardglass Rod

Downpatrick

BT30 6GQ

Alternatively the completed form can be scanned (along with the required documentation) and sent by email to: info@nmandd.org

For official use only		
Form received by:		
Telephone no:		
Date received:		
Department:		
Calendar month expires:		
Original proofs checked and return to applicant:	YES/NO	
or if received by post, copy documentation attached:	YES/NO	
Date returned:		
Indicate nature of ID seen/supplied:		
If agent, letter of authority attached:	YES/NO	
Request referred to (officers name):		
Date referred:		
Response completed and sent:		

Explanatory notes – completing the form

Section One

Please complete your personal details as requested. If it will help us find your information, please tell us if you have been previously known by any other name(s) and/or provide your previous address(es). You do not have to provide your telephone number or email address, but doing so will help us contact you more easily if we need to ask you for further information.

Section two

To speed up the process, it is important that you provide us with enough detail about the information you are seeking. Please mention the service area/activity if known or the names of any officers with whom you have dealt. You should give any relevant reference numbers that might have been used previously in relation to you. This will help us locate the information you seek and to avoid needing to come back to you for information.

The Council uses personal information about individuals to provide services and to carry out statutory responsibilities. It therefore processes personal data for a wide range of purposes, including the following broad categories: -

- Waste collection and disposal
- Recycling and waste management
- Local planning functions
- Civic amenity provision
- Grounds maintenance
- Street cleaning
- Cemeteries
- Public conveniences
- Food safety
- Health and safety
- Environmental protection
- Environmental improvement
- Estates management – building design and maintenance
- Building control – inspection and regulation of new buildings
- Dog control
- Licensing, such as entertainment licensing

- Enforcement byelaws such as those around the prohibition on drinking in public places
- Sports, leisure and recreational facilities and services
- Parks, open spaces and playgrounds
- Community centres
- Arts, heritage and cultural facilities and services
- Registration of births, deaths and marriages

This may help you to focus on the personal information you are seeking to access.

Further information on how the Council processes personal data is contained in its privacy notice, which is available here:

www.newrymournedown.org/media/uploads/privacy_notice.pdf

CCTV footage requests

In completing section 2 of the form, you need to provide:

- Where you were and your direction of travel (you could show this on a map)
- The approximate time (to the nearest 15minutes)
- What you were wearing, including a description of any distinctive/colourful clothing
- Whether the images of any other people are likely to appear in the same footage

In addition to other proofs of ID, you will need to supply a recent photograph of yourself.

Section Three and Four

The Council is committed to protecting your personal information. For this reason, we need proof of your identity to make sure your information is not improperly disclosed to anyone else. We will need 2 forms of documentary evidence confirming that you are who you say you are. Copies of proofs of identity will normally be accepted, but we reserve the right to have sight of original documentation if required. Examples of proof of identity are current utility bill, driving licence or similar document showing your name and current address (no more than 3 months old.)

If you deliver your form in person, the receiving officer will verify your identity so you can take the original documents away with you as soon as they have been checked.

Where someone (an “agent”) is making the request on your behalf, they will need to provide evidence that they are entitled to do so (such as a signed letter of authorisation from you). This is in addition to providing proof of your identity, as detailed above.

Time limit for responding

As soon as you have supplied sufficient information and ID, the council will gather the information you require and respond to your request as soon as possible and usually within one calendar month.

An extension of a further two months can be claimed by the Council where your request(s) are complex or numerous. If the Council intends to claim this extension you will be notified within one month of the Council receiving your request.

Disclosing Information

Normally we will disclose the requested information but on occasion it may not be possible to do this if supplying the information would be likely, for example, to compromise:

- The way crime is detected or prevented
- Catching or prosecuting offenders
- Assessing or collecting taxes or duty

In some cases we may need to withhold your information where disclosing it would reveal personal information about other people.

Complaints

If you are dissatisfied with the Council's response, you may request an Internal Review, by writing to:

Assistant Director Corporate Services (Administration)

Downshire Civic Centre

Ardglass Road

Downpatrick

BT30 6GQ

Or via email: info@nmandd.org

Returning the form

The completed form and supporting proof of identity (and evidence of authority to act, if making the request as an agent) should be returned by post to:

Head of Compliance

Newry, Mourne and Down District Council

Downshire Civic Centre

Ardglass Road

Downpatrick

BT30 6GQ

Alternatively the form can be scanned (along with accompanying documentation) and sent by email to: info@nmandd.org