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 Two

Request details

Please describe as fully as you can the personal information you are seeking

(You should read the explanatory notes first, especially if you are seeking CCTV footage, as the notes explain what information we require)

Continue on separate sheet if necessary
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.newrymournedown.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

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**For official use only**

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<th>Field</th>
<th>Value</th>
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<tr>
<td>Form received by:</td>
<td></td>
</tr>
<tr>
<td>Telephone no:</td>
<td></td>
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<tr>
<td>Date received:</td>
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<td>Original proofs checked and return to applicant:</td>
<td>YES/NO</td>
</tr>
<tr>
<td>or if received by post, copy documentation attached:</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Date returned:</td>
<td></td>
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<tr>
<td>Indicate nature of ID seen/supplied:</td>
<td></td>
</tr>
<tr>
<td>If agent, letter of authority attached:</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Request referred to (officers name):</td>
<td></td>
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<tr>
<td>Date referred:</td>
<td></td>
</tr>
<tr>
<td>Response completed and sent:</td>
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</table>
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 15 minutes)
• 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