

# Application to see personal information

## Subject Access Request

WWW.SOMERSET.GOV.UK



Under the Data Protection Act 2018, you are entitled to ask the Council for a copy of all the personal information it holds about you. This is known as the "Right of Access to Personal Data". The information you are entitled to receive from the Council, includes a description of these purposes and the recipients to whom the data can be disclosed.

You have the right to ask for your own information and may also be entitled to access another person's information, if you have the legal right to do so. Please fill in this form, providing as much information as possible.

If you want a copy of your own personal information, fill in section 1. If you are requesting a copy of someone else's information on their behalf, please fill in both sections 1 and 2.

### 1. Your personal details:

<b>Name</b>	<b>Date of birth (dd/mm/yyyy):</b>
<b>Your address:</b>	
<b>Your postcode:</b>	
<b>Daytime phone number:</b>	<b>Mobile:</b>
<b>Landline:</b>	
<b>Email address:</b>	

Signature..... Date...../...../.....

If you are requesting information on behalf of someone else please fill in their details here.

### 2. Personal details of the person I am requesting information for:

<b>Name:</b>	<b>Date of birth (dd/mm/yyyy):</b>
<b>Their address:</b>	
<b>Their postcode:</b>	

I confirm I am acting on behalf of this person and have submitted proof of my authority to do so

Signature..... Date.....

### 3. Proof of identity

The Data Protection Act (2018) asks that Somerset County Council, as data controller, ensures that this enquiry is genuine and from an authorised person. Therefore, please enclose copies of at least two proofs of identity; one of these needs to be a driving licence or a passport, along with a recent (not less than three months old) utility bill or equivalent (a document detailing your current name and address).

If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and yourself, as well as documented authority to act on the data subject's behalf

**Failure to provide these documents with your application will mean that your request will be refused**

### 4. Information required

Please provide below, a description of the information you would like to receive and any relevant dates. Please include any known reference numbers or contacts in the Council.

### 5. Returning this form

After filling in the application form, please check to make sure all the information you have provided is accurate and all required documents are enclosed. Please return the application form to:

**Email: [sar@somerset.gov.uk](mailto:sar@somerset.gov.uk)**

**Or send it to**

**Disclosure Team  
Information Governance, Somerset County Council, County Hall, Taunton,  
Somerset, TA1 4DY**

### Notification regarding the processing of any personal data supplied on this form

**Data Controller** – Somerset County Council,

**Data Protection Officer contact** - [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing** – to process your access to personal information request

**Legal basis for processing** – By law – Data Protection Act (2018) and Legitimate Interests – Audit, enquiries and complaints

**Data Sharing** – your information will be shared with the service provider / area related to this request

**Transfers abroad** – this data will not be transferred abroad unless requested by you

**Data Retention** – this data will be retained for a period of 2 years. The outcome will be stored on your record for the period of time required by legislation for that service

**Your Rights** – You also have, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information to us, we will not be able to provide with a copy of the personal information you are asking for.

**For more information** on your information rights please go to [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)