 <p>UTTLESFORD DISTRICT COUNCIL It's Our Community</p>	<h2 style="color: green;">SUBJECT ACCESS REQUEST (SAR)</h2>	<p>Document Control</p> <p>Reference: Subject Access Request Issue No: 1 Issue Date: 25/05/2018</p>
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If you wish to make a Subject Access Request (SAR) to Uttlesford District Council you should read this guidance note and then complete the enclosed form.

When making the subject access request you should:

- Make the request in writing unless to do so is impossible or unreasonably difficult for you;
- Supply the information to prove who you are (to eliminate risk of unauthorised disclosure)
- Provide as much detail as possible regarding the information you wish to access (e.g. where and by whom information is believed to be held, specific details of information required.)

You must provide one proof of identity document (e.g. current full or provisional driving licence, passport, birth certificate) and one recent document with proof of address (utility bill, council tax bill, bank statement, P45/ P60).

This list is not exhaustive and other forms of identification may be acceptable. At least one form of identification should contain the same signature that is on your application form or letter and one with a photograph. Please ensure that the council will not be able to comply with any requests received unless satisfactory proof of identification is provided.


You can attend our Customer Service desk at our offices in London Road, Saffron Walden, Essex, CB11 4ER between 08:30am to 5:00pm, Monday to Thursday and 08:30am to 4:30pm on Friday, with your original documents. All documentation sighted for the purposes of this subject access request will be returned to you once your identity has been sufficiently confirmed.

If you would prefer to send us copies of your documentation, please provide us with certified copies. A professional person or someone well respected within your community, such as a solicitor, social worker, doctor, teacher or police officer, (they must not be related to you or your partner), can certify documents by doing all the following on each copy of the documents to be certified.

1. Writing “certified to be a true copy of the original seen by me” on the document;
2. Signing and dating with their name printed underneath the signature;
3. Adding their occupation, address and telephone number.

Any true copies of documents, once sighted for the purposes of this subject access request, and after your identity has been sufficiently confirmed will be returned to you unless you do not wish these to be returned, in which case they will be disposed of securely through the council’s confidential waste process.

Once the council receives a subject access request, all efforts will be made to fully comply within one month. In any event you will receive all the information that has been located

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and can be released within one month and an explanation for any information that cannot be provided at that time.

Upon receipt of a request we must provide:

- Information on whether or not the personal data is processed (processed means collecting, transmitting storing, accessing or deleting personal data).
- A description of the data, purposes and who was given that data;
- A copy of the data and, if necessary, an explanation of any codes/ jargon contained within the data.

Correcting Information:

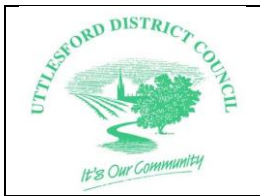
If after receiving the information you have requested you believe that:

- The information is inaccurate or out of date;
- We should no longer be holding that information
- We are using your information for a purpose of which you were unaware;
- We may have passed inaccurate information about you to someone else:

Then you should notify our Data Protection Officer at once on the details shown below.

Data Protection Officer
Uttlesford District Council
Council Offices
London Road
Saffron Walden
CB11 4ER

Email: dpo@uttlesford.gov.uk
Telephone: 01799510510



SUBJECT ACCESS REQUEST (SAR)

Document Control

Reference: Subject Access Request
Issue No: 1
Issue Date: 25/05/2018

Section 1

Under the Data Protection Act (DPA) 1998 and EU General Data Protection Regulations which come into effect on 25th May 2018 you have the right to access data relevant to you. If you wish to access data about someone else then you will require their written consent, which you must make available to us. You may be committing an offence to seek data about other individuals without their consent.

Please complete this form and return it to:

Data Protection Officer, Uttlesford District Council, Council Offices, London Road, Saffron Walden, Essex, CB11 4ER

Email: dpo@uttlesford.gov.uk

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and for us to provide a response to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

Personal Details: (Please be advised we may make additional checks to verify your identity).

Full Name:	
Present Address:	
Length of time at this address if less than two (2) years please provide details of previous address:	
Contact Telephone Number	
E-mail address (Optional)	
Date of Birth (Optional)	



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Section 2: The data you wish to Access:

Please provide all relevant details of the personal data you wish to access. If you can narrow your request to the specific information which you want or data which you consider may be held by a Specific Service area within the Council this will help us to provide it to you more quickly.

Please provide details of any reference numbers which you may be aware of that will assist us to locate the information you require:

Reference Numbers(s):

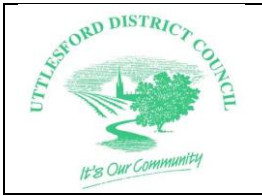
Please tell us how you wish us to deliver your data to you.

- to be sent by secure e-mail (please provide email address in Section 1);
- to come in and collect my data, (you will be asked to bring proof of your identity before the data can be released).
- to have the person who I have authorised to act on my behalf to come in to collect my data (they will be asked to bring proof of identity before the data can be released)

I request access to the personal data indicated above and have enclosed the required two (2) documents proving my identity. I confirm that I am the Data subject and I am not acting on behalf of someone else.

Signed:

Date:



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Section 3: If you are acting on behalf of the Data Subject:

I declare that I am the Data Subject and I authorise the person stated below to act on my behalf in this case. I have enclosed the required two (2) documents proving my identity.

Details of person I authorise to act on my behalf:

Signed (Data Subject):	Date:
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I declare that I am acting on behalf of the Data Subject and have obtained their full written consent which I have supplied together with two (2) documents proving my identity.

Name:

Present Address:

Signed:	Date:
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For official purposes only:

Documentation supplied		UDC Officer checking documentation and proof of subject's identity.	
1.			
2.			
3.			
Subject Access request authorised:	Yes <input style="width: 40px; height: 20px;" type="checkbox"/>	No <input style="width: 40px; height: 20px;" type="checkbox"/>	Reason if refused:
Signed:			Date:

Please supply a copy of this form to the Data Subject (or the person acting on behalf of the Data Subject), then forward the original to the Data Protection Officer.