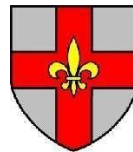


Data Subject Request Form- requests to access personal data or any other data right by the data subject.



CITY OF
Lincoln
COUNCIL

Please note that where the term 'data subject' is used, it refers to the individual who is the subject of the personal data.

1. Details of the person making the request

Full Name: Date of Birth:

Address:

.....

Postcode:

Telephone number: E-mail:

If you have lived elsewhere it will assist us if you provide details of all previous addresses (add on separate sheet if necessary)

.....

.....

.....

.....

2. Are you the data subject? *YES / NO * Please circle your answer

YES: In order to confirm your identity we will need to see two forms of identification, one from each of the following groups and we will return your documents to the address above.

Group 1 (photographic identity)

- Passport
- Driving Licence (with photograph)
- Proof of Age Card with photograph
- Work ID or Student ID
- Travel Pass with photograph
- Other membership card with photograph

Group 2

- Driving Licence (without photograph)
- Driving Licence (with photograph)
- Utility Bill less than three months old
- Council Tax Bill
- Current Bank or Building Society statement
- Pension Book
- Birth Certificate

Please now answer questions 5 and 6

NO: Are you acting on behalf of the data subject with his/her written consent? If so, this consent must be sent with this form and you must answer questions 3 & 4 below. You must also produce the two forms of identity requested above for both yourself and the data subject.

3. Details of the data subject's authorised representative

Full Name: Date of Birth:
Address:
.....
Postcode:
Telephone number: E-mail:

4. Please describe your relationship with the data subject which had led you to make this request on their behalf

.....
.....
.....
.....

5. The Council uses personal data for a number of purposes. If you would like to access personal data held about you for any of these, please tick the relevant box

- | | | | |
|------------------------|--------------------------|---------------------|--------------------------|
| Council Tax Collection | <input type="checkbox"/> | Rent Collection | <input type="checkbox"/> |
| Housing | <input type="checkbox"/> | Council Tax Benefit | <input type="checkbox"/> |
| Planning | <input type="checkbox"/> | Housing Benefit | <input type="checkbox"/> |
| CCTV Image | <input type="checkbox"/> | Other (please list) | <input type="checkbox"/> |
| Environmental Health | <input type="checkbox"/> | | |

6. Please describe in detail, the personal data you want to see together with any other relevant information. If possible please include relevant dates to and from and any reference numbers. This will help us to identify the information you require.

.....
.....
.....
.....
.....
.....
.....
.....

7. You have data rights relating to your personal data as follows;

- to access your data – receive copies
- to be informed of how we use your data- privacy notice
- to have your data corrected if incorrect.
- to have your data deleted in certain circumstances
- to stop your data being used for a period of time in certain circumstances
- to transfer your data in certain circumstances
- to object to the use of your data in certain circumstances
- to ask for a human to make a decision, where decisions have been made solely by computers

Please note that not all rights will be available as this depends on the legal reason we are using your information. The 'right to deletion' will not apply to your personal information which is current and relates to council services or legal and enforcement matters. For example this right does not apply to council tax and benefit records which we are still required by law to retain.

For further information in relation to your rights and when these are available see our website for our privacy notice for customers at www.lincoln.gov.uk/privacy-policy or request a copy of this notice or obtain further advice using the contact details below.

Declaration

(This declaration should be completed by the applicant. Any attempt to mislead the Council may result in legal action.)

I, confirm that the information given on this application form to City of Lincoln Council is true. I understand that it is necessary for the Council to confirm the data subject's identify and it may be necessary to obtain more detailed information in order to find the correct information. I further understand that the Council must respond to this request within one month of its receipt. This period only begins once the Council is satisfied that the application is correct.

Signature: Date:

Please return this completed form to:
Head of Corporate Support Services,
Legal Officer,
City of Lincoln Council,
City Hall,
Beaumont Fee,
Lincoln,
LN1 1DB

Or email legal@lincoln.gov.uk together with:-.

- 1. Evidence of your identity (as set out in box 2 overleaf)
- 2. Evidence of the authorised representative's identity (where applicable)

Please remember that failing to send proof of identity will delay the one month response period until the council is satisfied the request is correct.

If you do not wish to use this form or are unable to, please contact our Legal Officer at legal@lincoln.gov.uk or telephone 01522 881188. You can make your request over the telephone or in person, although we will still require the information on this form from you to confirm your identity.

If you want to know more about your rights relating to your personal data or you have a query or complaint regarding the way we have handled your personal information please contact our Data Protection Officer at dpo@lincoln.gov.uk or telephone 01522 881188.

CITY OF LINCOLN COUNCIL

Data Subject Request Form - Guidance Notes

These notes are provided to help you to complete this Data Subject Request Form when requesting a copy of your personal data held by us or exercising any other data right relating to your personal data.

1. Complete your personal details as requested. Former name and/or address need only be given if a change has occurred within the last 12 months.
2. Please provide as much information as you can to identify your particular area of enquiry. Supporting information identifying where the data may be held, for example any reference numbers, creditor number, service received are requested to help us find the information you want so that you can be given a copy of the personal data held.
3. For your protection, and the security of the data, proof of identity is essential to ensure that the information is only given to the correct person. Please supply the identification as requested on the application form. If attending in person, it may be possible for your identity to be confirmed immediately thereby avoiding sending important documents through the post. If you ask someone to act on your behalf, we may contact you to confirm that you have authorised him/her to do this.
4. The application form should be signed by the applicant. Where an authorised representative has signed the application form, a written authorisation from the applicant or a Court giving the representative authority to make the request relating to the data held must be supplied together with proofs of identity of both the authorised representative and the data subject.
5. You will be notified of the date of acceptance of the request and the date by which you should receive a reply, which will be within one month of receipt.

FOR OFFICE USE ONLY:

Received by

Date of Receipt:

Date received by Legal Officer:

Date Service Unit(s) requested to commence search:.....

Date search completed and applicant sent results: