

APPLICATION FOR ACCESS TO PERSONAL INFORMATION

- All applicants must complete Sections 1, 2 and 7.
- If you are applying on behalf of someone else, then they must complete Section 4 and you will also need to complete Section 3.
- If you are under 18 years, then your parent, guardian or social services care manager should complete Section 5.
- If you are a parent applying for access on behalf of your child, please complete Section 6.

Please note: Before logging your request, we will require proof of identity by production of either a passport, a photo-driving licence, or if you do not have either of these a utility bill showing your name and current address dated within the last three months with a birth certificate. Please supply your proof of identity when making your application. A scanned or photocopied copy will be sufficient.

1. CONTACT DETAILS

Name of Applicant:

Address of Applicant:

.....

.....

Previous address if moved in the last three years:

.....

.....

.....

Date of Birth:

Telephone No:

Email Address:

2. ADDITIONAL INFORMATION

To help us locate any personal information that we hold, please supply any relevant information:

Name of Council Service or Department(s) Concerned:

.....
.....

What service(s) was used or received?

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

When was the service used?

.....

Please indicate the information you require:

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

Please supply any other information that you think might help us to locate your personal information:

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

3. AUTHORISATION TO ACT ON BEHALF OF THE APPLICANT

Please complete this section if you are authorised to act on behalf of the applicant.

I, (Name of Agent)
have been authorised to act on behalf of :

.....
(Name of person who received the service)

I declare that I will not disclose any information that I am supplied with other than to the person on whose behalf I am acting, unless they give me their express permission.

Signed (Agent) Date:

4. SERVICE USER'S AUTHORISATION

Please complete this section if an agent is acting on your behalf:

I, (Name of user of services/employee) authorise

..... (Name of person or agent acting on your behalf) to seek access to personal information held by Calderdale Council. I declare that this authorisation was freely given.

Signed Date:
(User of Service/employee)

5. APPLICATION BY 13 to 18 year olds

If you are between 13 and 18 years old you should certify that you fully understand the nature of this application and your application will then be considered:

I,

Address:

.....

I, the applicant, (Name of applicant)
Am between 13 and 18 years, understand the nature of this application for access to my personal information.

Signed Date:

6. PARENT APPLYING FOR ACCESS ON BEHALF OF CHILD UNDER 13

If you are a parent applying for access on behalf of your child, please complete the following and tick the relevant box.

Please note that you must be able to establish that you are legally able to act on behalf of your child. This generally means that you must have parental responsibility for him or her. It should be noted that a parent can only be granted access to their child's records if this is considered to be in the child's interests.

Name of Child: Date of Birth:

.....

.....

I (Name of parent) am making a request for access to records on behalf of the child named above and:

Tick as appropriate:

- The child is incapable of understanding the request and I am making the request on his/her behalf ☐
- The child has consented to my making this request on his/her behalf and this consent was freely given ☐

Signed: Date:
(Child where consent is given)

Signed: Date:
(Parent)

7. SIGNATURE

All applicants must sign and date the following:

I wish to request access to personal information held by Calderdale Council about:

.....

(Name of user of service)

In accordance with the Data Protection Act 2018, I understand that to ensure confidentiality for the Council to obtain further information to confirm my identity and to locate the information sought.

Signed: Date:

Once completed, please email the above form to:

information.management@calderdale.gov.uk

Or post to:

Corporate Information Manager
Calderdale Council
Information Governance Team
Town Hall
Crossley Street
HALIFAX
HX1 1UJ

Information Governance Team
August 2024

Privacy Notice: Information Governance

Calderdale Metropolitan Borough Council of Town Hall, Crossley Street, Halifax, HX1 1UJ is registered with the Information Commissioners Office (ICO) under the provision of the Data Protection Act 2018. The Council takes its responsibilities as Data Controller under the Data Protection Act and UK GDPR very seriously.

This privacy notice explains how your personal information will be processed by our Information Governance team when processing:

- Freedom of Information 2000 (FOI) and Environmental Information Regulations 2004 (EIR) requests
- Requests from individuals exercising their rights under the Data Protection Act 2018 (DPA) and UK GDPR, including Subject Access Requests (SARs), CCTV footage requests, rectification requests, erasure requests, objections, or complaints
- Re-use of Public Sector Information 2015 requests
- Information held in connection with personal data breaches
- Third-party requests for information made under the provisions of the GDPR.

The type of information we will collect:

We collect personal information from you directly (e.g. via our online request form, email, or post) or from third parties either making a request on your behalf or requesting your information under the provisions of the GDPR. Dependant upon the type of request we will process the following information:

- Name
- Contact details (email address, telephone number, postal address)
- Type of requestor and organisation

- Confirmation of identity (e.g. copies of documents such as passport, driving licence or other forms of acceptable forms of identification)
- Copy forms of authorisation
- CCTV footage
- Personal data, including sensitive personal information (special category data and criminal offence data) collated in the process of dealing with requests

Why we collect and hold this information

- To respond to your request or complaint
- To comply with our obligations as a Local Authority and data controller under relevant legislation and laws such as FOI, EIR, the Data Protection Act and GDPR
- To respond to the Information Commissioner's Office when dealing with complaints or investigations made under their regulatory powers
- To help us assess the effectiveness of our services and to plan and improve future services.

Sharing your personal data

Your information may be obtained from, and shared with, the following organisations/services as necessary to deal with your request:

- Other internal council services
- The Information Commissioner's Office (ICO)
- Third parties that you have authorised to represent you

We will only ever share relevant information about you with third parties where there is a legal basis for us to do so.

The lawful basis for the processing your data

We need to collect this information in order to meet our obligations under the following legislation (but not limited to):

- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 2018
- UK General Data Processing Regulation (GDPR)
- Re-use of Public Sector Information 2015

We process personal information under the following GDPR lawful bases:

- Article 6(1)(a) – the individual has given clear consent for the council to process their personal data for a specific purpose
- Article 6(1)(c) – for compliance with the legal and statutory duties the Council is subject to under legislation as above

- Article 6(1)(e) – for the performance of our public task

Where the information we process is special category data, the additional bases for processing that we rely on are:

- Article 9(2)(a) – Explicit consent
- Article 9(2)(g) – Reasons of substantial public interest (with a basis in law) under condition (6) Statutory etc and government purposes

Retaining your personal information

Your personal information will be kept for a period of 6 years after the date of closure of your case and will then be securely destroyed.

Your rights

The GDPR provides the following rights for individuals. Not all rights are absolute and therefore will only apply in certain circumstances:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

You also have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council's Data Protection Officer can be contacted at information.management@calderdale.gov.uk.

You also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk