

## **DATA PROTECTION ACT 1998: Application for Access to your Records**

### **Requesting your information**

You have a right under Section 7 of the Data Protection Act 1988 to be told whether the Council holds any records about you and to receive a copy of that information, subject to exemptions. This type of request is known as a '**subject access request**'. There is no charge for this service.

Your request should be made in writing and you may use this form if you wish. Alternatively, you can send us a letter, remembering to include the relevant identification documents detailed on **page five** of this form.

### **How your information will be used**

The information you provide us on this form or in your written request will only be used to progress your request for access to records and for related administrative purposes. All the information that you provide will be treated with respect and in accordance with the Data Protection Act 1998.

### **Please note:**

If you are requesting access to someone else's records, please see the "Application to Access Records – Representatives" form which contains details about the documents required and the information needed to progress your request to access records that belong to another person.

Please send your request, together with relevant identification documents, to:

### **Performance & Information Management**

Constantine House  
5 Constantine Road  
Ipswich  
IP1 2DH

Tel: 01473 264814 / 264385 / 264540 / 260778

Email: [data.protection@suffolk.gov.uk](mailto:data.protection@suffolk.gov.uk)

## **PART A – Your details**

Your name:	
Your email address* (this is our preferred method of correspondence):	
Your address:	Postcode:
Date of birth:	
Telephone number (including area code):	
If you have lived at the above address for less than two years, please provide your previous address:	

\*Please note that your email address will only be used to communicate with you regarding the processing of your request, for example, sending acknowledgements or updates. None of your personal or sensitive personal information will be sent to you via email for security purposes. If you are not happy for your email address to be used as the main correspondence address, please let us know.

## PART B – The records you are requesting

We need to know as much information as possible to help us locate the records you want to see. Please answer the following questions:

Any other name(s) you have been known by (please provide evidence of any name changes see **page five** for details):

Approximate date(s) you were in contact with Suffolk County Council or the time period you are interested in:

If you know the name of the service that you are / were in contact with at Suffolk County Council, please provide details:

Any addresses (if different from above) where you lived when you were in contact with Suffolk County Council:

Would you like to see? (please tick)

- Social Care records – Children and Young People’s Service
- Social Care records – Adult and Community Services
- Education records - **Please note:** the Council does not hold copies of records held by schools. For access to these records, please contact the relevant school directly
- HR records – these will only be held if you are a current or ex-employee of the Council
- All records

**To ensure that we provide you with the correct information, please state below exactly what information you would like us to locate for you, providing as much detail as possible.** If you would like a copy of a particular file / document, or information about a specific event or issue, please include details below. In addition, if you **do not** want certain information, please let us know.

If possible, please narrow your request to specific information in which you are interested. Requests for “everything you hold about me” may take longer to answer.

Please continue on additional sheets if necessary

### **PART C – How would you like to receive your information?**

Information is released on an encrypted memory stick for security purposes. You have a choice of how it is delivered to you:

I would like (please tick one):

- to have my encrypted memory stick sent to me via Royal Mail “Signed For” delivery to my address provided in PART A
- to come and collect my encrypted memory stick from Endeavour House Reception – N.B. you will be required to show proof of your identity on arrival

**If you are unable to accept your records in electronic format, please contact Information Management on the details provided on page one to discuss alternative methods.**

## PART D - Confirming your identity

The Council is **unable to release any records** until relevant documentation that confirms your identity and address has been seen by Information Management. This ensures that the Council never releases information to anyone who is not entitled to access it. If you have difficulty providing the requested documents, please contact us. The Council will accept originals, photocopies or scanned copies of documents.

Please provide one document (or copy) from each of the identity and address lists below, e.g. passport and store card statement:

### List of valid identity documents (please tick as appropriate):

- Passport (any nationality)
- UK birth certificate (long-form only)
- UK-issued driving licence England/Wales/Scotland/Northern Ireland/Isle of Man; either photo card or paper
- EU national identity card
- Travel documents issued by the Home Office; or certificate of naturalisation; or registration; or Home Office standard acknowledgement letter (SAL)
- HM forces ID card (UK)
- Adoption certificate (UK)

All documents must be in your name and should include your signature and date of birth. If your name is now different from that shown on the document provided to confirm identity, please also supply documentary evidence to confirm the change of name, e.g. marriage certificate, decree absolute or decree nisi papers, deed poll or statutory declaration.

### List of valid address documents (please tick as appropriate):

- Financial statement, e.g. pension, endowment, ISA\*
- Bank/building society statement\*
- Utility bill (electricity, gas, water, telephone - including mobile phone contract/bill)\*
- Credit card statement\*
- Store card statement\*
- Benefit statement, e.g. child allowance, pension\*
- A document from central/local government/government agency giving entitlement (UK), e.g. Department for Work and Pensions (DWP), the Employment Service, National Health Service (NHS), Customs & Revenue, Jobcentre Plus, Social Security\*
- Mortgage statement\*\*
- Insurance certificate\*\*
- Council tax statement (UK)\*\*
- TV licence\*\*

\*documentation should be less than three months old

\*\*issued within past 12 months

Documents can be sent to us either by post (we advise by recorded delivery) or delivered in person (**by appointment only**) to the above address. If you wish to deliver documents in person, please contact us to arrange an appointment to view the documents. We do not retain

photocopies of these documents and, if originals are posted to us we will return them, after verification, via recorded delivery. Photocopies and scanned documents will be securely destroyed once your identification and address have been verified.

**PART E – Declaration**

I wish to see my own records and have enclosed the following documents of identity and proof of address, together showing my name, signature, date of birth and current address:

- i.
- ii.
- iii.
- iv.

The information I have provided on this form is correct to the best of my knowledge.

Signed: .....

Date: .....

If you need help to understand this information in another language please call **08456 066 067**

إذا تحتاج إلى مساعدة لفهم هذه المعلومات في أي لغة أخرى فالرجاء الاتصال على الرقم التالي. **Arabic**

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন **Bengali**

如果你需要其他語言來幫助你了解這些資訊，請撥以下電話。 **Chinese**

જો તમારે આ માહિતી બીજી ભાષામાં જાણવા મદદ જોઈતી હોય, તો કૃપા કરી નીચેના નંબર પર સંપર્ક કરો. **Gujarati**

بەم زانیاریەش تەنێ یە ئە ب ت گەهێ مەتێ دە یارمەر پ و ی س ت بە گەهێ بەکە. وە ی خوارەم ژمارە نەدی بە ی وە پەزمان کێ تەرت کایە **Kurdish**

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. **Polish**

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. **Portuguese**

If you would like this information in another format, including audio tape or large print, please call **08456 066 067**.

