

## APPLICATION FOR ACCESS TO PERSONAL INFORMATION

Everyone has a right to request a copy of the personal information held about them. Individuals who make requests for their own personal information are often referred to as the 'data subject'. A request for your own personal information is called a '**subject access request**' or **SAR** and we are required to respond to a valid request within 1 calendar month. Sometimes we withhold information because the law requires us to, or allows us to, and these are called exemptions.

The easiest and often quickest way to make a request is by completing this form. Whilst you don't have to use our form, it does help us to locate the information you are looking for and verify your details quickly and easily. A subject access request can be submitted by any means, i.e. by post, by email or even verbally. Whichever method you use, please try to provide us with enough detail to allow us to locate the information you are seeking. If your request is unclear, we may need to contact you again to verify your identity or request further information from you.

### Making a request for someone else's personal information

A data subject can allow any other person, such as a relative or friend, to make a subject access request on their behalf. In most cases we will need you to provide written authority from the data subject and a copy of their proof of identity.

### Making a request for a child's information

As a general rule, we believe by the time a child reaches the age of 13 that they are old enough and mature enough to make their own request for information. Where an adult or parent makes a request on behalf of a child we may (if appropriate) contact the child to discuss the request and make sure they are happy for the information to be shared with the requester.

#### SECTION ONE

##### Whose personal information do you want access to?

- My own  
(Please tick and complete **Sections 2, 4 and 6**)

**OR**

- Someone else's as I am acting on their behalf  
(Please tick and complete **Sections 3, 4, 5 and 6**)

#### SECTION TWO - Only complete if you are requesting your own information

##### Your own details:

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Maiden or previous Names (if applicable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Home address:

Postcode:

Previous addresses within Barnet:

Postcode:

**Your contact details:**

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**SECTION THREE – Only complete if you are requesting someone else's information**

**Details of the Data Subject:**

Their Title: \_\_\_\_\_

Their First Name: \_\_\_\_\_ Their Surname: \_\_\_\_\_

Their Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Their current home address:

Their previous addresses within Barnet:

Postcode:

Postcode:

**Their contact details:**

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Your own details for contact purposes:**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Your email address: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

**SECTION FOUR – To be completed by all**

Please describe the personal information you wish to have access to and the departments or services you have dealt with:

To speed up your request if you only need access to certain records, you can name a specific date range:

Please list any references or account numbers that may be relevant to your request:

**SECTION FIVE – Only complete if you are requesting someone else’s information**

**PROOF OF AUTHORITY:**

Where you are asking for access to personal information about another person you are must prove that you have appropriate authority to do so.

**Please tick the relevant box and supply the relevant documentation as part of your request:**

- The child is under the age of 13 and I am the child’s parent/carer. I enclose proof of parental responsibility
- The child is over the age of 13 and I enclose written consent from the child to allow me to access their personal information
- I am the legal representative and I enclose written authority from my client
- I am requesting the information on behalf of the individual and I enclose written authority from them, or power of attorney to act on their behalf

**OR**

- Other (please provide further details and someone will contact you to discuss the request)

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**SECTION SIX – To be completed by all**

**PROOF OF IDENTITY**

This is required to verify the identity and confirm current address of the data subject to check against our records. If you are acting on behalf of another person you will need to provide a copy of their documentation. Please confirm which documents below you will be providing.

**We require one from each list:**

<b>Proof of address</b>	<b>Proof of identification</b>
Council tax bill	Passport
Driving licence	Driving licence
Recent Bank Statement	Birth certificate
Recent Utility Bill	

**DECLARATION**

The information I have provided on this form is true. I understand that I must give the council enough information to allow them to verify my identity and locate the information I'm requesting. I understand that Barnet Council does not have to comply with my request unless I do this.

**Name:****Signature:****Date:**

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**HOW YOUR INFORMATION WILL BE USED**

The information provided on this form will be used for handling your subject access request and will be shared with relevant persons to allow us to process your request. For further details of how we use your information and to understand your rights please visit [www.barnet.gov.uk/privacy](http://www.barnet.gov.uk/privacy) or email [data.protection@barnet.gov.uk](mailto:data.protection@barnet.gov.uk) to request a full copy of our privacy notice.

**Making your request**

Email [data.protection@barnet.gov.uk](mailto:data.protection@barnet.gov.uk) with scanned or electronic versions of your form and identity documents.

Or post to:  
Information Management Team  
London Borough of Barnet  
2 Bristol Avenue  
Colindale  
London NW9 4EW

*Form reviewed July 2019*