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| --- |
| **Advice & Assistance**  Please read the following notes carefully prior to submitting your request.  If you need any help please call **020 7641 3921** or email [dataprotection@westminster.gov.uk](mailto:dataprotection@westminster.gov.uk) |

**About this Form**

This form is used to confirm the identity of the Data Subject (the person the information is about), the identity and authority of the applicant (if the requester is acting on direct behalf of the Data Subject) and to assist in locating Personal Data relating to the Data Subject.

Please complete the form, provide the verification documents\* and send to the address below. Your request will be acknowledged within 5 working days, with instructions for payment of the statutory fee.

**Data Protection Team**

**(Information Services)**

**Westminster City Council**

**64 Victoria Street**

**London**

**SW1E 6QP**

**dataprotection@westminster.gov.uk**

**\* Details on how to provide verification documents are included in the form**

**About your Subject Access Request**

Please note that the right of subject access under article 15 General Data Protection Regulations 2018 entitles an individual to see the *information* contained in personal data held by an organisation, rather than a right to see the *documents* that include that information. To that end we will not supply duplicate items of the same information.

Please see the Information Commissioner’s website for further guidance:

https://ico.org.uk/your-data-matters/your-right-of-access/

**The Subject Access Request Process**

Your request, whether submitted in electronic or hard copy format, will be acknowledged within 5 working days. The council will **only** action the request once the requirements have been met. Thereafter the council has up to 30 calendar days, as set out in the General Data Protection Regulations 2018 to comply with your request.

|  |
| --- |
| **Question 1 - Who is the Data Subject?** |

|  |  |
| --- | --- |
| Data Subject's full name |  |
| Date of Birth |  |
| Address | ……………………………………………………………………  ……………………………………………………………………  ……………………………………………………………………  ……………………………………Post code.………………… |

|  |  |
| --- | --- |
| If the Data Subject has lived at this address for **less than 2 years**, please tell us their previous address | ……………………………………………………………………  ……………………………………………………………………  ……………………………………………………………………  ……………………………………Post code..………………… |

|  |  |
| --- | --- |
| Telephone No. |  |
| E-mail address |  |

(a) Has the Data Subject ever been an employee of the City of Westminster?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Don't know |  |
|  |  |  |

(b) Has the Data Subject ever lived in the City of Westminster?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Don't know |  |
|  |  |  |

(c) Has the Data Subject ever operated a business as a partner or sole trader in the City of Westminster?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Don't know |  |
|  |  |  |

|  |
| --- |
| **Question 2 - What are your Personal Details?** |

(a) Are you the Data Subject?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
|  |  |

**If you answered 'Yes', go straight to Question 3 on page 4.** Otherwise, please provide the information below.

|  |  |
| --- | --- |
| Your full name |  |
| Address | ……………………………………………………………………  ……………………………………………………………………  ……………………………………………………………………  ……………………………………Post code..………………… |
| Telephone No. |  |

(b) If you are NOT the Data Subject, state your relationship to them.

|  |  |
| --- | --- |
| What is your relationship to the Data Subject? |  |

(c) If you are NOT the Data Subject, describe your entitlement to receive details of their Personal Data, and the written authority enclosed (e.g. from the Data Subject) which supports this entitlement.

|  |  |
| --- | --- |
| Why are you entitled to their Personal Data? |  |

|  |  |
| --- | --- |
| What written authority have you enclosed? |  |

|  |
| --- |
| **Question 3 - How do you believe we process the Data Subject's Personal Data?** |

Our search for information relating to the Data Subject will be based on the information provided below.

(a) Please specify the scope of your request:

|  |  |
| --- | --- |
| I.e. what information are you asking for |  |

(b) The Council processes Personal Data for the following purposes. Please tick the boxes next to the purposes that you believe hold the above information specified in section (a) above.

|  |  |  |  |
| --- | --- | --- | --- |
| Rent collection |  | Parking |  |
| Council tax collection |  | Libraries |  |
| Housing Benefit collection |  | Leisure Services |  |
| Housing |  | Planning |  |
| Social & Community Services |  | Trading Standards |  |
| Environmental Health |  | Licensing |  |
| Education |  | Highways & Transportation |  |
| Employment records (employees of Westminster City Council only) |  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Any other purposes not listed above |  |

|  |  |
| --- | --- |
| Please provide any other specific information which will assist in searching for the above personal data, e.g. reference numbers, case workers if known etc. |  |

|  |
| --- |
| **Question 4 - What documents can you send or produce to confirm the identity and address of the Data Subject?** |

### Accepted Proofs of Identification

This **must** be one item from both column A and column B below. Please tick the appropriate boxes to indicate which documents you have enclosed.

|  |  |  |  |
| --- | --- | --- | --- |
| **A) Verification Documents for Name** | | **B) Verification Documents for Address** | |
|  | Full Valid Driving Licence issued by a member state of the EC/EEA |  | Utility Bill: Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter |
|  |  |
|  | Birth Certificate **or** Certificate of Registry of Birth **or** Adoption certificate |  | Council Tax demand in the Data Subject's name for the last quarter |
|  |  |
|  | Full Valid Current Passport **or** ID Card issued by a member state of the EC/EEA or Travel |  | Bank, Building Society or Credit Card statement in the Data Subject's name for the last quarter |
|  |  |
|  | Documents issued by the Home Office or Certificate of Naturalization or Registration or Home Office Standard Acknowledgement Letter (SAL) |  | Letter to Data Subject from solicitor/social worker/probation officer in the last quarter |
|  |  |
|  | *If the Data Subject's name is now different from that shown on the document you submit to confirm his/her identity, you must also supply original documentary evidence to confirm the Data Subject's change of name e.g. Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration* | | |
|  |

### How to submit your Form and Identification

##### By post

We highly recommend that you send your form and documents by a secure method, e.g. Recorded Delivery, to the address on page 1.

We must see the original documents and we cannot accept photocopies. Note that the City of Westminster will return all documents as soon as possible via recorded delivery.

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##### By email

You may submit your request by email, providing legible scanned versions of identification documents. If making the request by email, you will need to provide **2 documents from column A and 1 from column B**.

|  |
| --- |
| **Formal Declaration** |

In exercise of the right granted to me under the terms of the Data Protection Act 2018, I request that you provide me with a copy of the Personal Data about the Data Subject which you process for the purposes I have indicated overleaf.

I confirm that this is all of the Personal Data to which I am requesting access. I also confirm that I am either the Data Subject, or am acting on their behalf.

|  |  |
| --- | --- |
| Signed |  |
| Print Name |  |

|  |  |
| --- | --- |
| Date |  |

Make sure you have:

1. completed this form;
2. signed the declaration above;
3. enclosed originals of identification documents.