**Subject Access Request (SAR) Form**

SAR Form – May 2023

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| Data Protection Statement |

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| By completing this form, you are asking for access to the personal data held about you by Southend-on-Sea City Council. This is known as a Subject Access Request.  The information you supply on this form will be used to process your request and will be shared within the Council for the purposes of checking your identity and locating any information we hold about you.  Further details of how the Council looks after your information can be found in our [**Privacy Notice**.](https://www.southend.gov.uk/downloads/download/763/privacy-notices) |

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| Part 1: The Request |

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| Please complete in **BLOCK CAPITALS** |
| I am the Data Subject (The person the information is about)  **If yes, please tick and then complete Parts 2,3,4,5** |

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| OR |
| I am acting on behalf of the Data Subject  AND I:  Enclose evidence that I am legally able to act on their behalf/advocate  Enclose evidence that I have parental responsibility for my child  (If you are acting on behalf of a child please confirm their date of birth and age…………………………………..)  Am a Solicitor acting on behalf of my client and enclose their signed consent  If you are requesting information on behalf of someone else, please give your own contact details:  Full Name: …………………………………………………………………………………………………  Relationship to data subject: …..……………………………………………………………….  Address ………………………………………………………………………………………………………………………  Post Code ……………..  Contact telephone number …………………………………………………  Email …………………………………………………………. |

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| Part 2 Data Subject’s Personal Details |

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| **Surname**: ………………………………………………………………………………..  Full Forename(s) .……………………………………………………………………..  Title ……………  Any former names ………………………………………………  Date of Birth …………………… (this information will help with certain searches)  Address ………………………………………………………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………  Post Code …………………………  Previous address(es) …………………………………………………………………………  …………………………………………………………………………………………………..  Post code ………………………….  Contact telephone number.………………………………  Email …………………………………………………………………..  You do not have to supply a telephone number or email address; however, it may assist us in dealing with your request if we can contact you quickly. |

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| Please indicate your relationship with Southend-on-Sea City Council:  Current Employee  Resident of Southend  Former Employee  Former resident of Southend  Other:(please specify) |

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| PART 3 Information Requested: |

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| Please provide as much information as possible to assist us in locating your data. If relevant, please include any service area(s) you have or have had dealings with, a contract or reference number (such as National Insurance No, Benefit Claim details) |
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| How would you like to view/receive the information? (e.g. visit the Council Offices, on paper, a CD, Braille) |
| Please tick as appropriate:  Visit  Papers  CD  Braille  Any other (state)  **Please Note: Whilst we try our best to supply the information to you in the format you require, this may not be possible in all circumstances**. **If you are unable to come to the Council Office, you could identify and authorise someone with I.D. to collect on your behalf.**  **If you would prefer the papers to be copied on to a CD or for the papers to sent by Special Delivery, care is taken to ensure security in transit.** |

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| PART 4 Declaration: (tick as appropriate) |

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| I certify that I am the person named on this form  I certify that I am requesting information on behalf of  ………………………………………………………...  and wish to be provided with the described data relating to myself/ the data subject under the relevant data protection legislation. I will not publish any data which is supplied to me without prior permission from Southend-on- Sea City Council or the copyright owner (if not owned by the Council), except where permitted by law.  Signature…………………………………………………………Date…………………… |
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| Part 5 Information You need to provide: |

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| Please enclose the following with this form:   1. Proof of your identity. Please provide a **photocopy** of **one** of the following:    * Photo page of your passport    * Photo driver’s licence    * Birth certificate 2. Please send the completed form and proof of identity to:   Southend-on-Sea City Council  Information Rights Support Service  Civic Centre  Victoria Avenue  Southend on Sea  Essex SS2 6EP  Or email to: [dataprotection@southend.gov.uk](mailto:dataprotection@southend.gov.uk) |

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| Please note: |

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| 1. We are required by law to respond to your request within one month of receipt of your request, or 3 months in certain circumstances. If, however, the notice is incomplete or we have to make further enquiries, this timescale starts from the date those enquiries are completed. 2. In instances where a request is not followed up with the relevant requested information within 28 calendar days of the initial enquiry, we will assume that the information is no longer required and close the case. 3. There is no fee for a Subject Access Request, with the exception that we can charge a ‘reasonable fee’ when a request is ‘manifestly unfounded or excessive’, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information. If we feel either of these exceptions apply, we will let you know before any charge is made. 4. If you have any queries or need assistance with completing the form please contact the Information Rights Support Service Service on 01702 215000 or email at [dataprotection@southend.gov.uk](mailto:dataprotection@southend.gov.uk) 5. Full details of the individual rights of data subjects can be found [on our website](http://www.southend.gov.uk/downloads/download/321/data_protection). |