



Personal Information Requests Application Form
Mansfield District Council

The General Data Protection Regulation provides Data Subjects (individuals to whom “personal data” relates) with a right to access data held about them.

If you are making this application on behalf of another person we will require the individual’s consent for you to deal with this application and proof of your right to do so.

Please complete this form giving as much information as possible in order to assist us in identifying your personal data. Once the required information has been submitted and the Council is satisfied with your identity you will receive a response within one month.

Please provide copies (photocopies are valid) of TWO official documents listed in Section 4 of this application. Between them they should clearly show your name and current address (one showing date of birth if possible). Please also include any documentation that proves any change of name, such as a copy of a marriage certificate. If you are applying for data on behalf of someone else, you will need to provide their identification as well as their own.

Please return the completed form to:

Email: dataprotection@mansfield.gov.uk

Please note, the Legal team is based at Ashfield District Council following the implementation of a shared Legal service and should you wish to correspond by post, the Legal Services departments postal address is:

Ashfield and Mansfield Shared Legal Service
Ashfield District Council
Urban Road
Kirkby-In-Ashfield
Nottingham
NG17 8DA.

1) Your Details

The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you.

Full Name:

Previous Name (if applicable):

Date of Birth:

Current Address:

Post Code:

Contact Telephone Number:

Email Address:

Length of Time at this Address: Years: Months:

If you have lived at the above address for less than two years please give details of your previous address: -

Previous Address:

Post Code:

Dates of Occupancy: From: To:

2) Whose information are you requesting? (Please tick relevant box)

My own (Go to Section 4)

Someone else's (Go to Section 3)

Both my own and someone else's (Go to Section 3)

3) If you are requesting someone else's information, whose is it?

Full Name:

Previous Name (if applicable):

Date of Birth:

Current Address:

Post Code:

Contact Telephone Number:

Email Address:

Length of Time at this Address: Years: Months:

If they have lived at the above address for less than two years please give details of your previous address: -

Previous Address:

Post Code:

Dates of Occupancy: From: To:

What is your relationship to this person?

You will be asked to provide proof of your entitlement to request information on someone else's behalf. Please see our guidance notes.

4) Proof of identification and entitlement	
I attach two of the following documents as proof of my identity.	Please tick
Utility bill (no older than 12 months)	
Bank statement	
Passport	
Driving License	
Other (please describe)	
Change of name document/s (if relevant)	

<p>I confirm that I am acting on behalf of the data subject (described in section 3) and have submitted the proof described below: (Do not complete if only requesting your own information).</p>

5) Details of the information you require

In order for the Council to identify what data you require access to, please state in your own words the information you require, the department(s) or service(s) from which you require the information and quote any reference numbers or account numbers you have been given. Please also provide any previous addresses this information may relate to. The more accurate you can be the quicker we can send you the information you require.

Please note that the more accurate you can be advising the Council of the information you require, the quicker we can send you the information.

Complex and high volume requests take longer to collect the information Article 12(3) of the Regulations allows an additional two months on top of the statutory time scale of one month to deal with complex requests. The Council is entitled to refuse to answer a request that is manifestly unfounded or excessive, particularly if the request is repetitive. Where the Council decides that a request is manifestly unfounded or excessive the Council will usually decline to comply with the request.

If in extreme circumstances the Council choose to comply with a request that the Council considers to be manifestly unfounded or excessive Article 12(5)(a) allows the Council to charge a reasonable fee taking in to account the administrative costs of complying with the request. We will contact you and advise you should your request fall under these categories.

Section	Please tick
Council Tax Collection	
Benefits	
Housing	
Planning	
Complaints	
Leisure	
Rents and Recovery	
Other - please specify	

Please describe further the information you require including relevant dates and addresses:

5) Details of the information you require

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In all instances, box 6a) must be completed. If the request is being made on behalf of someone else, box 6b) must also be completed.

6a) Declaration

Data Subject Declaration

In exercise of the right granted to me or my representative, under the terms of the General Data Protection Regulation, I request that you provide me with a copy of the personal data about me which you process for the purpose I have indicated above.

I confirm that the above is all of the personal data to which I am requesting access and which is held by the Authority for its purpose.

I confirm that I am the Data Subject and not someone acting on his/her behalf.

Signature of Data Subject

Signed:

Date:

6b) Data Subject's Representative Declaration

In exercise of the right granted under the terms of the General Data Protection Regulation, I request that you provide me with a copy of the personal data about the person named on this form which you process for the purpose I have indicated above.

I confirm that the above is all of the personal data to which I am requesting access and which is held by the Authority for its purpose.

I confirm that I am acting on behalf of the Data Subject, who has signed the declaration at 6a) and I have provided all relevant identification.

Signature of Applicant

Signed:

Date:

Please note that the information you provide on this form will be recorded for administrative purposes and to deal with your request. It may also be used for statistical analysis. We will not disclose or share your personal information for any other purpose.

GUIDANCE NOTES

Section 1 - Your details: Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses with dates. Use a separate sheet of paper if required.

Section 2 – Whose information are you requesting: Most requests are people requesting their own personal information and these requests are usually straightforward. Where people are requesting personal data that may relate to or identify a third party then this request will usually be redacted or refused unless you can prove an entitlement to the information.

Section 3 – Someone else’s information: If you are requesting information of someone or acting on their behalf please complete this section. Please complete the personal details as requested. Please tell us if they have been previously known by any other name and if they have lived at their present address for less than two years, their previous address. If you are requesting historical information then provide as many details as possible; for example, previous addresses with dates. Use a separate sheet of paper if required

Section 4 - Proof of identification: Proof of name and address is required to ensure we only give information to the correct person. We require two pieces of documentation, for example, a recent utility bill (less than 12 months old), bank statement, passport or photo ID driving licence. Between them the ID documents should confirm your name *and* address. Please provide proof of change of name document(s), if relevant (photocopies are acceptable). If you are requesting information on behalf of somebody else, you will need to provide both the data subjects identification and your own to receive the information.

Section 5 - Proof of entitlement: Under the General Data Protection Regulations, only the data subject has a right to ask to see their own records. We normally expect personal information requests to be made by the data subject; all individuals aged 16 or over should make their own personal information requests. If they have the mental capacity to make their own decisions (mental capacity as defined in the Mental Capacity Act 2005), unless they appoint someone else to make the subject access request on their behalf.

People making personal information requests on behalf of the data subject need to demonstrate that they have the right to do so.

For persons who lack the capacity to manage their affairs, the only person who can make a request for access on that person’s behalf is an individual acting under an order of the Court of Protection or acting within the terms of a registered Enduring Power of Attorney.

Persons who have capacity can appoint agents to act on their behalf. Agents should always be asked to provide written proof of their authority (and possibly proof of their identity and relationship to the individual on whose behalf they are acting).

NB - The fact that another family member pays rent, council tax or hands in a benefit claim form on behalf of an elderly or incapacitated person should not be taken as proof that the family member is empowered to act for the data subject in all other matters.

Section 6 - Details of the information you require: You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. You should also give any relevant reference numbers that might be used for you. These details are required to assist location of your information so you can be given a copy of everything held about you, as required by the Regulations.

If you have any questions relating to identification requirements or any other aspect of a personal information requests, you can email the Legal department at dataprotection@mansfield.gov.uk or telephone us on 01623 457329/457157/457332