**Accessing your information**

You have a right to be told whether the council is holding or processing information about you and a right to receive a copy of that information – subject to certain exemptions.

Your request must be in writing and we require proof of identity and an explanation of the information you require.

**Please send your completed form to:**

Data Protection Officer

Blackdown House

Border Road

Heathpark Industrial Estate

Honiton

EX14 1EJ

Or you can email your form to dataprotection@eastdevon.gov.uk

We will provide information within one month of receiving a valid request. In some cases, if the request is particularly complex, we may not be able to respond within one month and will then contact you to explain this and that we need more time. In any case your request will be dealt with within 3 months.

If we are not able to provide you with some, or all, of the information you have asked for, we will explain the reasons for this.

If you have any questions about your request or if you need help to complete this form, please call 01395 517417 or email dataprotection@eastdevon.gov.uk

**SECTION 1: Your details**

|  |  |
| --- | --- |
| **Title** | Mr Mrs Miss Ms Other (please state) |
| **First name** |  |
| **Last name** |  |
| **Maiden names** |  |
| **Other names you may be known by**  |  |
| **Date of birth** |  |
| **Your current address** |  |
| **Email address** |  |
| **Telephone/Mobile** |  |

**SECTION 2 – Proof of identity**

To help us to be sure we are providing you with the correct information and that you are entitled to receive that information, your application must be accompanied by two documents which, between them, show your name, date of birth and current address.

**Please do not send original forms of ID – copies are acceptable.**

**Acceptable forms of ID include:**

A birth/adoption certificate, driving licence, medical card, passport, council tax or utility bill.

**Requests from third parties**

If you are requesting information on behalf of someone else, you must enclose their written authority for the release of their information to you. We may contact them directly to confirm that they understand the process and that they consent to the disclosure of their information.

**Requests about children**

If you are requesting information about children in your care, we will require proof of parental responsibility or legal responsibility for that child. This could be in the form of a photocopy of the child’s birth or adoption certificate. If the child is aged 13 or over we will need their consent to provide their information to you, if they are able to provide this to us. If they are not able to consent to this, please let us know.

**SECTION 3 – Information you are requesting**

Please tick below which of the following council service areas you are requesting your information from.

|  |  |
| --- | --- |
| **Service area** | **Time period** |
| Housing benefit or Council Tax benefit claims |  |  |
| Council Tax accounts  |  |  |
| Housing tenancy issues  |  |  |
| Employment with the Council  |  |  |
| Planning applications  |  |  |
| Homelessness applications/register  |  |  |
| Complaints to the council |  |  |
| Other – please specify |  |  |

**SECTION 4: Verification**

I confirm that I am requesting my own personal data and that I consent to the Data Protection Officer seeking relevant information from council services, as stated above

|  |  |
| --- | --- |
| Name |  |
| Date |  |

I confirm that I am requesting data on behalf of a third party and that I am authorised to do so

|  |  |
| --- | --- |
| Name |  |
| Date |  |

**SECTION 5 – Using your information**

The information you provide on this form will be held securely by East Devon District Council and will be used to locate the information you have requested. We may use your contact details to keep you informed about progress with your request or to seek clarification from you.

If we hold information which has been provided to us by a third party or which we have shared with a third party, we will inform them of your request.

**SECTION 6: responding to your request**

We will usually respond to your request in the same format in which it is received but if you have a specific preference in terms of how you receive your information, please tell us below:

|  |  |
| --- | --- |
| By email |  |
| By post to your home address |  |
| Collection from council offices (Sidmouth or Exmouth) |  |
| Other (please specify) |  |

**PLEASE REMEMBER TO INCLUDE RELEVANT IDENTIFICATION AND AUTHORISATION DOCUMENTS WITH YOUR REQUEST**