Please refer to the explanatory notes on page 4 before completing this form.

**Section 1 – Your details**

|  |  |
| --- | --- |
| Surname: |  |
| First name(s): |  |
| Previously known as (if applicable): |  |
| Address |  |
|  |
|  |
| Post code: |  |
| Date of Birth: |  |
| Telephone Number: |  |
| Email Address: |  |

\*If you have lived at this address for less than two years please provide previous address below:

|  |
| --- |
|  |
|  |
|  |
|  |

**Section 2 – Personal data requested**

Please provide as much detail as you can about the personal data you are requiring to help us to locate it quickly (continuing on a separate sheet if necessary):

|  |
| --- |
| Click or tap here to enter text. |

**Section 3 – Additional information required**

You must provide:

* Copies of two different documents as evidence of your name and current address i.e. a current utility bill and recent bank statement (dated within the last three months) and your passport or photo ID driving licence. This is due to the sensitive nature of the information held). **We may ask to see original documents.**

**Section 4 – Declaration of the data subject**

I confirm that I am the data subject named in section 1 and I am requesting access to my own personal data. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested.

|  |  |
| --- | --- |
| Signed: | Date: |

**Section 5 – Declaration of the data subject for an agent to act on their behalf**

I confirm that I am the data subject named in section 1 and I give permission for the person of organisation named below to act on my behalf in relation to my right of access request. I have provided the evidence of my identity referred to in section 3 and confirm that I want my personal data to be sent to my representative at the address below. I understand the information I have supplied will be used to confirm my identity and help locate the information that I have requested.

|  |  |
| --- | --- |
| Signed (data subject): | Date: |

|  |  |
| --- | --- |
| Name of agent: |  |
| Relationship to data subject: |  |
| Address: |  |
|  |  |
|  |  |
|  |  |
| Post code: |  |
| Telephone number: |  |

**Right of Access Request form – explanatory notes**

**Completing the form:**

**Section 1** – Please provide your current contact details. If you have been known by another name (such as your maiden name) or lived at another address while you have been in contact with South Oxfordshire District Council, please provide these to us. The information will help us make sure we find and provide you with all the personal data you are requesting. You only need to provide your data of birth if this will help us locate your personal data. Your date of birth is likely to be helpful if, for example, you have the same first name and surname as another member of your household.

**Section 2** – So we can provide you with your personal data as quickly as possible, it is important that you give us as much detail as you can about the information you are requesting. If you have spoken to any of our service teams before, if possible please provide us with the details and any reference numbers you were given. This may help us locate the information quickly and avoid the need for us to contact you for more information.

South Oxfordshire District Council uses individuals’ personal data to provide services and to carry out statutory functions and responsibilities. The General Data Protection Regulation requires us to notify the Information Commissioner’s Office of the purposes for which we process personal data (the Information Commissioner is an independent regulator who enforces and advises upon the Act). You can find details of our [notification entry on the Public Register of Data Controllers](https://ico.org.uk/ESDWebPages/Entry/Z6629204) via the Information Commissioner’s website ([www.ico.gov.uk](http://www.ico.gov.uk)). Our registration number is Z6629204.

**Section 3** - South Oxfordshire District Council is committed to keeping your personal data secure. We need to see evidence of your identity (including your name and address) to make sure your personal data is only sent to you at your address unless you give us written permission to send them elsewhere. **One of our officers will verify your identity by checking your documents.**

**Section 4** – You should complete this section if you are requesting your own personal data. If you have given someone else permission to act on your behalf and would like us to correspond with them, including sending your personal data to them, please **do not** complete this section. Go straight to Section 5.

**Section 5** – Only complete this section if you are the data subject named in Section 1 and you want to give us permission to deal with someone else who is acting on your behalf. If you complete this section we will correspond with the person acting as your representative instead of you. This may include discussing your personal data with them. It also means we will send copies of your personal data to your representative instead of you.

You are being asked for any names you have been known by, address and previous address (if applicable), date of birth, telephone number, email address and proof of identity so that we can process your Right of Access Request and ensure your personal data is safe.

South Oxfordshire District Council have a statutory duty to process Right of Access Requests under the current data protection legislation. We are also legally required to keep these records for two years.

You have the right to request at any time:

1. details of what data we hold about you; please read our webpage on data protection and you <http://www.southoxon.gov.uk/about-us/contact-us/requesting-information/data-protection>
2. that incorrect or out of date information about you be corrected.

If you would like to exercise these rights, please contact us on 01235 422371 or by email on [foi@southoxon.gov.uk](mailto:%20foi@southoxon.gov.uk)

Our records, and those of our contractors/partners, are regularly monitored by auditors to ensure your information is kept securely and used only for the purposes mentioned above.

If you would like to know more about how we use and store your data, please see our webpage <http://www.southoxon.gov.uk/about-us/contact-us/requesting-information/data-protection>

If you believe we have not handled your personal data as we have described here, please either call 01235 422485 or contact us by email to [data.protection@southandvale.gov.uk](mailto:data.protection@southandvale.gov.uk) and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO). You can reach them [through this link to their website](https://ico.org.uk/concerns/) or call them on 0303 123 1113. Their mailing address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF