Data Protection legislation enables an individual to request a copy of their personal information that is held by an organisation. An individual is also entitled to the reason for their data being processed and whether it will be handed to any other organisation. Under the act, we are obliged to respond within 40 calendar days, however, if the information requested isn’t clear, this deadline can increase, making it essential to be as concise as possible when answering the questions below.

Fareham Borough Council has a responsibility to ensure that we keep your information safe. For that reason, we ask you to provide us with proof of your identity.

**Proof of Identity:**
To enable us to verify your identity so that we can protect personal data and ensure we are providing personal information to the relevant person, we will ask that you provide a copy of your passport, driving licence or other document showing your name and signature. Please also provide us with a recent bill (eg, utility bill) that shows your name and address. This will help us to verify your identity.

If you are acting on behalf of the Data Subject, please attach a signed copy of your Authority to act on behalf of the Data Subject.

**Fee:**
Under the General Data Protection Regulations (GDPR), we cannot charge for a request, unless:

(a) a request is considered manifestly unfounded or excessive, particularly if it is repetitive; and

(b) if further copies of the same information are requested.

The Council can also refuse any requests that fall into category (a) above. In that event, the Council will explain the reason for refusal and advise the Applicant of complaints procedure.

**Timescale:**
The Council is obliged to provide your information within one calendar month of receipt. In the event of complex or numerous requests, the Council may extend the period of compliance by a further two calendar months. In these circumstances, the Council will advise the Applicant and explain why the extension is necessary.

Return this completed form, together with proof of your identity. If you are making this request on behalf of someone else please provide a copy of the authority from them, to the following address:
Subject Access Request

Data Protection Officer
Fareham Borough Council
Civic Offices
Civic Way
Fareham
PO16 7AZ

PART A – PLEASE PROVIDE THE DETAILS OF THE PERSON WHO YOU ARE REQUESTING INFORMATION ABOUT (“Data Subject”)

This will be your own details if you are requesting information about yourself.

Full Name

Any previous name

Current address

Postcode

Date of Birth

Contact telephone number

Contact email

I am requesting:  

☐ Employee records (please complete A, B & D)

☐ Other (please complete part A, C & D)
Is there any particular event or period that you are interested in?

Is there any further information you feel may be useful/helpful?

PART B – FOR EMPLOYEE RECORDS ONLY

What is your current job title?

Employee No.
Current department (and any previous Departments where you have worked?)

How long have you been employed by Fareham Borough Council?

PART C – DETAILS OF THE DATA REQUIRED

To assist the Council in locating this information, please provide as much detail as you can about the specific information you require.

Please include information such as reference numbers, dates or names of staff involved.

Please be as specific as possible.

To allow Fareham Borough Council to reply as soon as possible, please be clear and concise and give as much information as possible in regards to what information you would like to have.
PART D – CONTACT DETAILS
Only complete if different from above

Name

Address

Postcode

Email address

Telephone Number

PART E – PROOF OF IDENTITY

To help establish your identity, you must submit a copy of one document from each of the following categories with your application:

(a) Confirmation of name:
- full driving licence, passport, birth certificate.

(b) Confirmation of name and address:
- full driving licence, utility bill, bank or credit card statement, pension book (or other equivalent/similar official document – but it MUST show your name and address).

I am providing the following types of identification:

(a)  (b)
DECLARATION

Please choose one of the following:

I am:  □ the person named in Part A
       □ Making this request on behalf of the person named in Part A

If you are making this request on behalf of the person named in Part A, please confirm the nature of your relationship with them*:

□ Parent
□ Legal Representative
□ Person named on a Court Order
□ Having endured and legal valid Power of Attorney for them
□ Their Advocate
□ Other (please specify below)

Fareham Borough Council is collecting this information to enable us to process your request and carry out this service effectively. We may need to use your contact details to contact you to discuss your request or if we need further information that will assist us. Your information will not be used for any other purpose or shared with any other organisation, unless provided for by law. Your information may be passed to other departments within Fareham Borough Council to provide the most accurate results. This document will be retained for three years. For more information, please review the Council’s Privacy Policy at http://www.fareham.gov.uk/privacy.aspx

Date

Signature
Subject Access Request

Council use only:

Date ID verified: ______________________