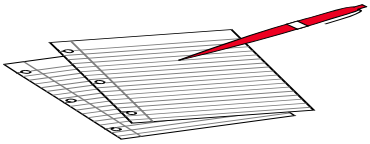
Data Protection Act 1998

SUBJECT ACCESS REQUEST FORM



Please complete this form if you require Birmingham City Council to inform you whether they or someone else on their behalf is holding or processing personal data about you and to supply you with a copy of that information. Under the Data Protection Act 1998 you are entitled to be given a description of the personal data, the purposes for which your information is being processed and those to whom they are or may be disclosed, together with a copy of the information held about you.

The details you provide on this form will be disclosed to officers dealing with your request and will be used within Birmingham City Council to validate, locate and review your information.

In complying with a subject access request Birmingham City Council may be required to disclose information relating to other individuals (third parties). If a third party is referenced within your records it may be necessary to seek their consent before a decision can be made on whether the information requested can be disclosed to you.

Birmingham City Council will respond promptly to your subject access request but in any event within 40 days from receipt of this form. Should further information be required to identify the data requested, then the 40 days will start from the date we receive that further information.

The Corporate Data Protection & Freedom of Information Team will retain your request for a period of 3 years from receipt of your request.

Data Controllers may charge a fee of up to £10 for responding to a subject access request. ***(Birmingham City Council does not currently charge a fee for this service)***

<u>All information will be treated in compliance with the Data Protection Act 1998.</u>

1. **Please enter details of the Data Subject below:**

The term "Data Subject" refers to the person about whom the information is being requested.

Surname:	
Title (Mr/Mrs/Ms/Master):	
Maiden name (if applicable):	
Forename(s):	
Present Address: **Post Code**	**Previous address (if less than 3 years at Present Address):** **Post Code**
Date of Birth: (Your date of birth will be used for verification purposes only)	
Daytime Contact telephone number (including dialling code):	

2. If you are acting on behalf of the Data Subject please complete this section.

Surname:
Title Mr/Mrs/Ms/Master:
Forename(s):
Address:
Postcode:
Daytime Contact Telephone Number (including dialling code):

If you are acting on behalf of the data subject you will need to enclose their written authority including a signature or other legal documentation (e.g. parental rights or power of attorney) to confirm this request. You will also need to enclose evidence of your identity and that of the Data Subject.

Note: Details on verification can be located within Section 7 of this form

Parental rights: *For children under 12, rights notices or requests will usually be made by parents or guardians acting on the child's behalf. In considering any such request Birmingham City Council must give careful thought as to whether to accept it. Therefore, if Birmingham City Council are in any doubt as to whether the parent/guardian making the request is entitled to do so, they will be able to refuse access and leave the issue to be decided by a competent court which can weigh what is in the best interests of the child.*

3. Below is a list of types of personal data that we may hold about you. To help us locate the information you require please TICK the appropriate box(es) and a search will be carried out within those areas. If you are unsure of which box to choose but you are aware of the information you require please go to Section 4.

I wish access to my personal data held within the following Service Areas:

EMPLOYMENT RECORDS:

Current employee of the Council		Past employee of the Council	

Employee / Payroll number: (if known)

Employment start date:	Leaving Date:

Department / Directorate employed by:

EMPLOYEE PERSONNEL RECORDS:

Directorate Personnel records		All Personnel records	
Occupational Health Service records			

<u>Please Note:</u> The Occupational Health Service responds to all requests for information directly to the data subject.

FINANCIAL RECORDS:

Council Tax		Pensions		Payroll	

HOUSING RECORDS:

Council Tenancy		Housing maintenance		ASBO	

EDUCATION RECORDS:

Adult Education		Admission & Appeals	

LOCAL SERVICES RECORDS:

Neighbourhood Advice & Benefits		Leisure Services	
Library Services			

SOCIAL CARE & HEALTH RECORDS:

Occupational Therapy		Physical Disabilities	
Children & Families Section		Adult & Elderly Services	
Mental Health (including substance abuse)			

4. If there is any additional information you feel may be useful in helping to locate the data you require, please enter these details below. This may include any other addresses in correspondence to Birmingham City Council or on what matter(s) you have contacted the Council giving names of officers and dates or specific details where possible.

5. If you require a search of the Council's e-mail system you will need to provide as much information as possible. For example names of the authors and recipients of the messages, the subject of the e-mails, the dates or range of dates upon which the messages have been sent.

6. To be completed by all applicants:

I, _____, certify that the information given on this subject access request form is true. I understand that it is necessary for Birmingham City Council to confirm my/the data subject's identity and it may also be necessary to obtain more information in order to locate the correct information.

Print Name:_____

Signature: _____ Date: _____

Please note that any attempt to obtain personal data unlawfully may lead to prosecution. If you are not the data subject or acting on behalf of the data subject (with their written consent) but are attempting to gain access to information that you are not entitled, you will be in breach of Section 55 of the Data Protection Act 1998.

7. Please supply a copy of proof of your identity when you return this completed form to us (examples listed below). You may wish to send your document recorded delivery. The proof of identity will be returned to you after verification.

Examples:

Driving Licence	Passport	National ID Card	Medical Card	Utility

8. All information in respect of this request will be sent directly to the data subject by recorded delivery. If an alternative arrangement is required please state this below. The City Council may require further evidence of your identity on receipt of the information.

Your Checklist:

Have you completed all of the appropriate sections?
Have you signed the form?
Have you enclosed evidence of the data subject's identity?
If acting on behalf of the data subject, have you enclosed evidence of your identity?
Evidence (written consent) from the data subject to act on their behalf?

Please return this form to:

Birmingham City Council
Corporate Information Governance Team
Performance and Information Division
PO Box 16366
Birmingham
B2 2YY

Telephone Number: 0121-303-4876 Fax: 0121 675 1427

Ethnic Origin

To ensure we provide equality of opportunity to all customers of Birmingham City Council we will sometimes ask you to provide information relating to your Disability or Ethnicity. This information will ONLY be used in statistical form and you can be assured that your personal data will not be disclosed to others.

The information you provide on this form will be used for monitoring purposes only. You will not be identifiable from any information you provide.

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

A White

☐ British ☐ Albanian/Kosovan ☐ Romany
☐ Irish ☐ Bosnian

Any other White background please write below

B Mixed

☐ White and Black - Caribbean ☐ Asian and Black
☐ White and Black - African
☐ White and Asian

Any other Mixed background please write in below

C Asian or Asian British

☐ Indian ☐ Kashmiri
☐ Pakistani
☐ Bangladeshi

other Asian background please write below

D Black or Black British

☐ Caribbean
☐ African

Any other Black background please write in below

E Chinese or other ethnic group

☐ Chinese ☐ Arab ☐ Afghan
☐ Vietnamese ☐ Kurdish

Any other please write below