

# Request for Access to Personal Information

Under the Data Protection Act 1998 you have the right to enquire of any organisation about whether they hold personal information about you and, unless an exemption applies, to receive a copy of that information.

A data subject is the individual about whom the personal data relates. If you are applying for information about yourself, then you are the data subject. If you are acting on behalf of the data subject, please additionally complete Section D of this form.

To enable Worcestershire County Council (WCC) to deal promptly with requests for personal information, and to satisfy legal requirements placed upon the County Council to ensure the identity of data subjects, please enclose with this form

- **Proof of identity relating to the data subject (and relating to yourself if you are not the data subject). Acceptable proof includes (copy of) 2 items such as driving licence, birth certificate, recent utility bill, other official documentation such as passport or benefit details.**
- **A cheque for £10, made payable to Worcestershire County Council. (Under the Data Protection Act we are entitled to charge for each application)**

N.B. Current Social Services clients are exempt from this charge.

The more specific you can be in your request about the information you require, the easier it should be for WCC to locate the information.

If you need any help filling in this form, please ask a member of WCC staff, or contact the Information Access Officer at the address shown in Section C.

## SECTION A

PLEASE USE BLOCK CAPITALS

Name of data subject:

Address of data subject:

Please give previous names/addresses if changed in the past two years:

Daytime telephone No:  
(Not mandatory but may prevent further delay if we have a query)

Date of Birth:

*Please continue on to Section B*

## SECTION B

As stated overleaf, it will help your application if you can be specific in your request. Please state in your own words what information you require, including details of contact with WCC, or reasons why you believe WCC has personal information about the data subject in its files. To help you, examples of the services provided by WCC are as follows;

*Social Care Services, Educational Services, Library, Museum and Record Office services, Births, Deaths and Marriages, Trading Standards, Countryside Service.*

If the data subject is, or has previously been, an employee of WCC, a Payroll number, dates of employment and/or details of Directorate/Department would be a useful guide to help WCC search for information held.

The information I require concerns:

## SECTION C

I understand that it may be necessary for WCC to obtain more detailed information in order to be satisfied about my identity and to be able to locate and collate the correct personal data and that the 40 day period in which WCC must respond will not commence until this is satisfied. I confirm that I am the data subject/acting on behalf of the data subject and that the information given on this form and any attachments therein are accurate and true.

Signature:

Date:

Please note that any attempts to mislead may result in prosecution.

Please return this form together with the fee and identification specified to:

**Information Access Officer, Worcestershire County Council, Corporate Information Management Unit, County Hall, Worcester, WR5 2NP**  
**Tel: 01905 728544**

*If you are acting for the data subject, please also complete Section D*

### Office Use Only

Application number:	<input type="text"/>
Date application received:	<input type="text"/>
Date identity confirmed:	<input type="text"/>
Type of identity:	<input type="text"/>
Date authorisation confirmed (if apt):	<input type="text"/>
Date fee received:	<input type="text"/>
Receipt number for cheque:	<input type="text"/>
Date searches started:	<input type="text"/>
Date searches returned:	<input type="text"/>
Target date:	<input type="text"/>
Completion date:	<input type="text"/>

## SECTION D

If you are acting on behalf of the data subject (known as an 'agent' of the data subject) please complete the details below:

Agent's Name:

Agent's Address:

Daytime Telephone No:

(Not mandatory but may prevent further delay if we have a query)

Agent's relationship to data subject that leads to this request being made:

I attach with this application written authority to act on behalf of the data subject (we may wish to see the originals of any documentation provided.)

If no written authority is provided, Worcestershire County Council may wish to seek confirmation of your right to act on behalf of the data subject

I would like the reply to this request to be:

Please tick as appropriate

Sent to the address of the data subject

Sent to the address of the agent

Sent to the address of the data subject and the agent

I would like an appointment to be made with a member of Worcestershire County Council Staff to view this information