



## SUBJECT ACCESS REQUEST FORM

The Data Protection Act 1998 gives any individual rights to request to be told and see what information is held about them by The Highland Council. The term “Data Subject” refers to the person about whom the information is being requested.

This form should be used wherever possible in making a Subject Access Request. Using this standard form will greatly assist the Council in meeting a request for information. However, if an individual provides all the information necessary for an officer of the Council to comply with their request other than by completing this form, the request will still be complied with.

There is no charge for making a Subject Access Request. You should receive a written response and copy of any appropriate access documents within 40 days of receipt of this form.

1. Details of person requesting the information	
Full Name .....	
Address .....	
Post Code .....	Date of Birth .....
Tel.No. ....	Fax.No. ....
E-mail .....	

2. Please describe the information you seek, together with any other relevant information that will help us to identify the information you require. If you can be specific about a particular Council Service(s) please tick the appropriate box(es)			
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.....			
Chief Executive’s Service	<input type="checkbox"/>	Housing & Property Services	<input type="checkbox"/>
Cultural & Leisure Services	<input type="checkbox"/>	Planning & Development Services	<input type="checkbox"/>
Education Service	<input type="checkbox"/>	Social Work Services	<input type="checkbox"/>
Finance Service	<input type="checkbox"/>	Transport, Environmental & Community Services	<input type="checkbox"/>

3. Are you the Data Subject?

YES  If you are the Data Subject please supply evidence of your identity, i.e. driving licence, birth certificate (or photocopy). If you prefer you can show your document to a member of Council staff and they will verify it.

[PLEASE NOW SIGN THE DECLARATION AT THE FOOT OF THE PAGE]

NO  If you are not the Data Subject, are you acting on behalf of the Data Subject with their written authority? If so, that written authority must be enclosed with this request form together with evidence of your identity and that of the Data Subject. [PLEASE NOW COMPLETE QUESTIONS 4 and 5]

**For official use only** – I confirm I have checked proof of identity

**Signature of Official** - ..... **Position** - .....

4. Details of the Data Subject (if different to question 1)

Full Name .....

Address .....

Post Code ..... Date of Birth .....

Tel.No. .... Fax.No. ....

E-mail .....

5. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf

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**DECLARATION** to be completed by all applicants. Please note that any attempt to mislead may result in prosecution. I ....., certify that the information given on this Subject Access Request form to The Highland Council is true. I understand that it is necessary for The Highland Council to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature ..... Date .....

Please return the completed form to the Data Protection Officer, Chief Executive's Service, The Highland Council, Glenurquhart Road, Inverness, IV3 5NX. **Documents which must accompany this application are:** (a) evidence of your identity, (b) written authority and evidence of the Data Subject's identity (if different from (a)).