

INTRODUCTION

The Data Protection Act 1998 provides Data Subjects with a right to obtain a copy of personal information held about them. A data subject is the person that the information is about.

The Council is entitled to request a fee of £10 for each subject access request and is obliged to fulfil your request within 40 days from receipt of the fee and satisfactory proof of identity.

To enable the Council to deal promptly with this request and satisfy legal requirements please complete this form as accurately as possible.

You can send the completed form with identification and fee (where appropriate) to: **Data Protection, ICT Services, Westgate House, Squires Gate Lane, Blackpool, FY4 2TS**. Or you can take it to our **Customer First Centre, Corporation Street, Blackpool**.

Section 1: PERSONAL DETAILS OF DATA SUBJECT

Title (tick box)	Mr		Mrs		Miss		Ms	
Other Title (e.g. Rev, Dr)								
Surname / Family Name								
First Names								
Former / Maiden Names								
Date of Birth								
Sex (CCTV requests only)	Male			Female				
Height (CCTV requests only)								
Current Address								
Current Post Code								
Home Telephone Number					Mobile No.			
Previous Addresses You only need to include ones that are relevant to this Council								

Section 2: PROOF OF IDENTITY

To establish your identity you must provide two copies of official documents that contain your current name and address e.g. household bills, driver licence or medical card. If you are requesting CCTV images, you must also provide a recent full face photograph.

The Council may need to ask for further information to satisfy the identification requirements.

Please remember that your request could be delayed if you do not supply identification.

Section 3: FEE

The fee for a Subject Access Request under the Data Protection Act 1998 is **£10**, payable in pounds sterling, by cheque or postal order to '**Blackpool Council**', or by cash at the Customer First Centre.

We do not ask you to pay the fee if you **ONLY** want access to information held in Blackpool Social Care records.

Tick if you ONLY want Children's Social Care Records	
Tick if you ONLY want Adult's Social Care Records	

Section 4: INFORMATION SEARCH AREAS

To assist the Council in searching for your personal information please provide a description of the information required. You can also help us to identify your information by providing any reference / account numbers that you have. Continue on a separate page if necessary.

Reference e.g. Council Tax Ref. No.	Description of information or Council Services e.g. Case history, payment records, or Council Tax, Housing Benefit

Section 5: CCTV REQUESTS ONLY – ADDITIONAL INFORMATION

The following information is required if you are requesting information from the Blackpool CCTV system. If your request refers to a specific incident, please provide as much information as possible to help us in our search. Continue on a separate page if necessary.

Were you the person reporting an offence or incident?	Yes / No
Were you a witness to an offence or incident?	Yes / No
Were you a victim of an offence?	Yes / No
Were you a person accused or convicted of an offence?	Yes / No
Other (please explain)	
Date and time of incident (give a max. 2 hour time period – if a longer period is required please contact us)	
Place where incident happened	
Brief description of incident	

Section 6: SUPPLYING THE INFORMATION TO YOU

You have a right to have the information supplied to you in permanent format e.g. paper or prints. You can choose to view the information where this is appropriate, or if you are requesting CCTV images. We will contact you if you have chosen to view the information. Please tick your preferred choice.

Permanent format only	
View only	
View and receive a permanent format	

Section 7: DECLARATIONS

Warning: A person who impersonates or attempts to impersonate another may be guilty of an offence. It is illegal to coerce a person to obtain personal data (i.e. for a job reference) for other than that person's private use.

DATA SUBJECT DECLARATION

The information that I have supplied in this application form is correct and I am the person named in Section 1.

Signed	Date

GUARDIAN OR AGENT DECLARATION (if applicable)

The information that is supplied in this application is correct and I am authorised to act on behalf of the Data Subject.

Signed	Date

If you are a solicitor or agent appointed by the Data Subject, please attach a signed copy of the authority to act on the data subject's behalf.

Section 8: GENERAL INFORMATION



In accordance with the Data Protection Act 1998, the information on this form will only be used to enable the Council to meet your subject access request. This form will be kept in a secure place for a period of twelve months then destroyed in accordance with the Council's Retention Schedule and Disposal Policy.

Copies of the Data Protection Act 1998 can be obtained from OPSI (formerly HMSO). The Act, and information about your rights, are also available from the Information Commissioner's website at www.informationcommissioner.gov.uk.

OFFICIAL USE

Date application received		Application checked and legible?	
Fee paid		Identification documents checked?	
Receipt Number		Type of Identification documents.	
Name of officer who received application		Name of Office where application received, or indicate if via Post	
Signature of officer		Date request closed	