**Madeley Parish Council**

**Subject Access Request – Confidential**

**Guidelines for completing your subject access request form**.

Before we will process your request, we will require evidence of your identity and address. You will also need to tell us whether you are requesting the information on yourself or on behalf of someone else. If you are requesting information on behalf of someone else, we will also require **written evidence** that you have the right or are authorised to do so. A list of what evidence is required can be found at [Appendix A](#AppendixA). Please note that you should only send **copies** not original documents.

Please note that you do not have an automatic right of access to the personal data of other people (including your children) and your request may be refused if we are not satisfied you are authorised to act on their behalf.

If you are applying for **your own** information, please complete section 1.

If you are applying for **someone else’s** information, please complete section 1 and 2.

Once the information you have requested has been located and processed we will send the data to you using e-mail. If you cannot provide an email address or do not have access to a computer, then we will provide the information in paper format that we will post out using the first class signed for service..

Guidance from the Information Commissioner’s Office states that if we receive a request electronically, it is good practice to respond electronically.

Once we have supplied your information electronically, if you then request the information in a different format, we reserve the right to charge you an administrative fee for providing the information again. We will contact you to advise you what the fee will be and will not proceed with the processing until we have received your payment.

If you have any questions in relation to making a Subject Access Request or if you require any help completing this form, please contact the Clerk on parish.clerk@madeley.staffslc.gov.uk or telephone 07753593048.

# **Section 1 My details**

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Surname |
| Date of birth: | Telephone No: |
| Address (incl post code): |
| Email: |
| Please ensure you enter your email accurately. This is the email address we will use to send any information to you. |

# **Section 2 Data subjects details (where you are requesting information on behalf of someone else)**

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| Your relationship to the data subject: |
| Title: | First Name: | Surname |
| Date of birth: | Telephone No: |
| Address (incl post code): |

# **Section 3 Involvement with Madeley Parish Council**

Please provide us with details of when you, or the data subject(s), were in contact with Madeley Parish Council. Please include the date(s) you were in contact, and the names of any staff members or Councillors.

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# **Section 4 The information you are requesting**

Please describe below what information you are requesting. Please be as specific as possible as this will help speed up your request. Please note that if you are requesting all information that we hold on the data subject(s) then this may take longer for us to comply with your request, depending on the amount of information we may hold.

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# **Declaration**

The information which I have supplied in this application is correct to the best of my knowledge. I am the person to whom this request relates or a representative acting on their behalf. I understand that it is a criminal offence to knowingly obtain, disclose or procure the disclosure of information that I have no legal right to.

The information provided on this form will be used by Madeley Council solely for the purpose of processing your Subject Access Request.

|  |
| --- |
| Signed by the data subject: |
| Signed by agent/third party (where applicable): |
| Date: |

# **How to submit your request**

Please use the checklist in [Appendix A](#AppendixA) to ensure that you have everything required for us to process your application. Failure to provide the correct information and identification will result in a delay in processing your application. Please send this form, along with the relevant identification documents stated in Appendix A to the following email address:

parish.clerk@madeley.staffslc.gov.uk

Alternatively, you can post this form and accompanying documents to the following address:

Parish Clerk,

10, Freebridge Close,

Longton,

Stoke-on-Trent.

ST3 5XQ

You may wish to send your request by recorded delivery.

Once we have received your application we will contact you if any of the following apply:

* we require further information to process your request;
* we do not hold the personal data requested; and/or
* the information requested is held but an exemption to providing the information is to be considered.

Once the information you have requested has been identified and processed we will send it to you via e-mail unless we have already agreed to supply the information in a different format, in which case we will advise when it is being posted to you.