



SUBJECT ACCESS REQUEST

Guidance notes on completing an Application Form for access to your records

Data Protection legislation gives you right of access to your personal information held by Halton Borough Council.

Section 1 – Applicant

Place a tick in the appropriate box to confirm whether the applicant is the individual who wishes to access their own personal data (the data subject) or whether the applicant is a representative of the data subject.

Section 2 – The Data Subject

This section must be completed in all cases. Current contact details must be provided and if you have been known by any other names please provide this information. If you have lived at your current address less than 2 years, please provide your previous address.

Section 3 – Representative's Information

If a representative is applying on behalf of the data subject, then this section must be completed by the representative, including an explanation of their entitlement to receive the data and authorisation documents which are being provided. Authorisation documents could be a letter of instruction, power of attorney signed by the data subject, parental responsibility order.

Section 4 – Service Area

If information is required from a specific service area then this should be indicated in this section. Providing as much information as possible and being specific about the information required, including date ranges for the information requested, will assist the Council in dealing with the request.

Section 5 – Identification

Proof of identity and proof of residence for the data subject and representative must be verified by the Council in order for the request to be processed. Original documentation must be produced; photocopies of documents will not be accepted. Lists of evidence types are included on the application form.

Section 6 – Data Subject Declaration

The individual who is requesting access to their information should select the statement as appropriate, sign and date the declaration.

Section 7 – Representative's declaration

This section is only to be completed by a representative confirming they are appointed by the data subject to receive a copy of their personal records.

Submitting the application

By Hand

The application form and evidence can be produced at a Halton Direct Link office* where evidence will be verified. Please check opening/closing time before you visit.

By Post

Applications by post should be sent to the Information Governance Service, PO Box 317, Runcorn WA7 9BZ.

By Email

Email applications will be accepted however you will still need to produce original evidence of identity, proof of residence and where applicable representative's authorisation documents. These can be produced as indicated above.

Applications by email should be sent to hdl@halton.gov.uk.

Dealing with your application

We may need to ask you for further information to deal with your application. Once we have all the information we need **and** we have verified your identity and any authorisation documents, we will normally deal with your application within a calendar month.

You may not have the right to see some of the information held about you. For example:

- Where disclosure would be prejudicial to crime and detection
- Where data is held under legal privilege
- Where disclosure of information concerning health or social work concerns would cause serious harm to the individual
- Copies of court reports can only be provided with the leave of the specific court.

Please note that evidence of identity may need to be produced again if information is being collected. This will be confirmed by the officer dealing with your application.

***Halton Direct Link Offices are located in:**

Halton Lea Shopping Centre, Rutland House, Runcorn WA7 2ES (next to the library)
Brook Street, Widnes WA8 6NB