

# SUBJECT ACCESS REQUEST

## Access to Personal Data

You have the right to request a copy of your personal data under the Data Protection Act (DPA) 2018.

## What is personal data?

Personal data can be described as any information about you such as your name, address or telephone number. It can also be the things like what services we provide to you. It can be held in different ways, either electronically or on paper.

## What is a valid request?

A valid request will have:

1. A description of the personal data you wish to receive, including details of current and previous names and date of birth together with any information to help locate the information if available e.g. years the information relates, service area.
2. You must provide a copy of identification material such as a passport, driving licence or two utility bills within the last three months, that will satisfy us as to your identity.

## If you are applying on behalf of child

You may apply on behalf of a child if you have parental responsibility / legal guardianship. Proof of parental responsibility / legal guardianship **must** be provided. Please bear in mind that if the child is considered mature enough to understand their rights we will respond to the child rather than the parent.

## If you are applying on behalf of someone else.

Where the information is requested on behalf of others e.g. a son or daughter acting on behalf of a parent, we need to ensure we have the data subject's consent to obtain the information on their behalf. Written consent or general power of attorney is required when acting on behalf of others. The consent or power of attorney evidence **must** be supplied with the application.

## Time to respond

We have to respond with 1 month from the day after we receive a valid request. If it is a complex request, for example, if you ask for 'all information that the Council may hold' or there is a very large amount of information, the deadline may be extended for up to 2 months in line with Data Protection Regulations. Should this happen we will write to you to explain and confirm the new deadline. We may also need to ask you for more details to help us find the information you requested.

## Will I get everything I asked for?

There are several reasons why some information may be blacked out (redacted), for example it may refer to somebody other than yourself and will not be your personal information, or the material may not relate to your request.

## How will the information be provided?

You can indicate your preferred method of delivery on the application form.

## Is there a charge?

The information will normally be provided free of charge however in a small number of cases a fee may be payable. If the request is manifestly unreasonable or excessive, particularly if it is repetitive, then more often a fee may be charged based on the administrative cost of providing the information. Should a fee be payable, we will write to you with the details.

If you have any queries you can contact the Council Clerk, contact details as follows:

Telephone 01678 520 632

Email: [hafodbryn632@gmail.com](mailto:hafodbryn632@gmail.com)

Post: Llanycil Community Council

Hafod y Bryn

Cwmtirmynach

Y Bala

Gwynedd

LL23 7ED

**Please complete the following form and send to the address or email above.**

Llanycil Community Council will keep a copy of your application form for three years as a record of your request. The information you supply will be used for the sole purpose of processing your subject access request.

**Data Protection Act 2018**

Llanycil Community Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed on the Council's website.

If you have any concerns about how your data is handled, please contact either the Data Protection Officer at [hafodbryn632@gmail.com](mailto:hafodbryn632@gmail.com) or the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk).

# SUBJECT ACCESS REQUEST FORM

You can use this form to make a request under the GDPR for the personal information the council holds about you. Please complete all of the fields on this form.

Please also include proof of ID and proof of residency so that we are able to verify who you are. Accepted proof of identity includes a driving license, passport or government identification card, or other ID card; proof of residency includes a current benefit or pension statement, current rent statement or tenancy agreement, a recent utility bill with your name on (issued within the last 3 months).

Please send *copies* of your proof of identity and residency with this form – DO NOT send original documents.

## About you (the 'applicant')

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| <b>Title (Mr, Mrs, Miss, Ms, Dr etc.):</b>   |
| <b>First Name:</b>   |
| <b>Last Name:</b>  |
| <b>Your address (correspondence and the requested information will be sent to this address unless you opt for e-mail below):</b> |
| <b>Postcode:</b>   |
| <b>Daytime telephone number:</b>   |
| <b>E-mail address:</b>   |
| <b>Please tick this box if you are happy to receive correspondence and information via e-mail</b> <input type="checkbox"/>       |

If you are making this request on behalf of another person (the 'data subject'), please (1) use the next box to supply the subject's name and address, and (2) get the subject to sign the statement. If you do not complete this section the information will be sent to the subject's home address.

If the subject is a child under the age of 12 please provide their date of birth.

If the subject is an adult who lacks the capacity to authorise a third party to act on their behalf, please provide a copy of the Power of Attorney or Court of Protection Order that authorises the applicant to act on the subject's behalf.

|  |
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| <b>Subject's title (Mr, Mrs, Miss, Ms, Dr etc.):</b> |
| <b>Subject's first name:</b>                         |
| <b>Subject's last name:</b>                          |

|   |
|---|
| <b>Subject's address:</b>   |
| <b>Subject's postcode:</b>  |
| <b>Subject's date of birth (if under 12 years of age):</b>  |
| <b>I authorise the person whose name is given as the applicant to receive my personal data from the council</b> |
| <b>Signed (signature of the subject):</b>   |
| <b>Date:</b>  |

**Please provide as much information as you can to help us identify the data you want**

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| <b>Please state what information you would like to access.</b> |
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| <b>If you want information about a particular incident, transaction or within a range of dates, please give details.</b> |
|--|

Please return this form, your proof of ID and your proof of residency, to:

Llanycil Community Council  
Hafod y Bryn  
Cwmtirmynach  
Y Bala  
Gwynedd  
LL23 7ED

E-mail: [hafodbryn632@gmail.com](mailto:hafodbryn632@gmail.com)

Tel: 01678520632