

DATA SUBJECT ACCESS REQUEST FORM

Private and Confidential

Date: _____

To: Information Governance Manager

Antrim and Newtownabbey Borough Council
Antrim Civic Centre
50 Stiles Way
Antrim
BT41 2UB

Email foi@antrimandnewtownabbey.gov.uk

I would like to request personal data from Antrim and Newtownabbey Borough Council under the Data Protection Act. I have read and understood the notes below and have now attached my completed Data Subject Access Request Form for processing.

(Signature of Requestor)

Notes:

- When requesting personal data about an individual the Council will refer to this individual as the 'Data Subject'.
- Antrim and Newtownabbey Borough Council cannot release information without proper authority so this will mean that we will have to verify the identity and authority of the person making a request.
- The Council will use the data on this form to respond to your request for information. Relevant staff within Departments will be provided with the information to validate, locate and review your records. Any third party referenced in your records will need to be contacted with your details to request their consent to disclose their data to you.
- Antrim and Newtownabbey Borough Council respects your right to privacy and is committed to protecting it in accordance with Data Protection legislation. When processing your application, we may need to inform third party agencies that a request for personal information has been made, and in some circumstances we may need to forward personal details provided by you to third party agencies to enable us to process your request properly and efficiently.

For further information on data privacy see the Council website www.antrimandnewtownabbey.gov.uk/gdpr

DATA SUBJECT ACCESS REQUEST FORM

1) Are you the data subject? (please tick)

Yes No (If no, go to (b) below)

1a) If you are an employee or ex-employee of Antrim and Newtownabbey Borough Council, please supply:

Your employee number:

Your National Insurance Number:

If you are a resident, or have some other relationship with the Council, you must supply official evidence of your identity. Your application must be accompanied by TWO official documents (one of which should be photographic) and that between them clearly show your name, date of birth and current address. For example, a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address (such as a letter from a utility company ie NI Power, BT, etc). **Copies are sufficient – originals should not be sent in the post.**

Please state below what evidence you have enclosed:

Birth certificate Valid Drivers Licence

Passport Official Letter

Other (please state)

1b) Are you acting on behalf of the Data Subject with their written authority or other legal authority (ie parental rights)?

Yes No

Please enclose evidence/letter of authority

Antrim and Newtownabbey Borough Council reserves the right to request further proof of identity.

2) Details of the Data Subject

Date of Birth: Gender:

Surname: Forename:

Previous/alternative name(s):

2a) Current Address:

House Number and Street

Town

County

Postcode

Telephone Number

Email address

2b) Last address (if not the same as above)

House Number and Street

Town

County

Postcode

3a) Details of person requesting the information (if not the data subject)

Surname: Forename:

Current Address:

House Number and Street

Town

County

Postcode

Telephone Number

Email address

- 3b) Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf. Please complete the box below:

- 4) What information are you requesting from Antrim and Newtownabbey Borough Council about the Data Subject? Please assist us by providing a brief description in the box below. (Additional pages may be submitted if necessary):

- 5) The Council also needs to establish where the records you are seeking may be located. Below is a list of services and their main sections. Please tick which Departments/Sections the Data Subject has had a relationship with.

Chief Executive's Department

Chief Executive

Finance and Governance

Information Governance Finance

Risk Management Audit

Payroll Member Services

Legal/Land Management Information Technology

Insurance/Claims Capital Development

Health, Safety & Resilience

Sustainability

Waste Management

Environmental Health

Fleet

Parks and Leisure

Leisure

Parks

Property Services

Car Parks

Registration

Organisation Development

Human Resources

Performance

Customer Services

Organisation
Development

Economic Development and Planning

Economic Development

Planning

Building Control

Community Planning

Arts, Culture, Tourism
& Events

Community Planning

5a) Please explain in the box below, why you think the services you have identified may hold the information you require?

5b) If none of the sections listed at 5 above are appropriate please describe on what matter(s) you have contacted the Council, giving names of officers and dates where possible.

DECLARATION

I, _____ (requestor's name) certify that the information given in this Data Subject Access Request Form to Antrim and Newtownabbey Borough Council is true. I understand that it is necessary for the Council to confirm my/the Data Subject's identity and I understand that it may be necessary to obtain more detailed information in order to locate the correct information.

Signature: _____

Date: _____

WARNING: A person who impersonates or attempts to impersonate another may be guilty of an offence

Once the Council is satisfied upon the matters above, all sections have been completed and all appropriate documentation received we will reply and set the start date for the one month period in which to respond to the request.

Checklist

Have you completed all of the appropriate sections?

Have you signed the form?

Have you enclosed copies of appropriate documents?

Completed forms should be marked Private and Confidential and returned to:

**Information Governance Manager,
Antrim and Newtownabbey Borough Council,
Antrim Civic Centre,
50 Stiles Way,
Antrim,
BT41 2UB**

Email: foi@antrimandnewtownabbey.gov.uk

ANBC use only:

Date form received: _____ **Adequate ID received:** _____

Letter of authority received: _____