

Data Subject Access Request Form

Section 1 – Data Protection

Article 15 of the General Data Protection Regulation ((EU 2016/679) (GDPR) and the Data Protection Act 2018 grants you the right to access your personal data held by Borough Council of King's Lynn and West Norfolk, including:

- The right to obtain confirmation that we process your personal data,
- Receive certain information about the processing of your personal data AND; •
Obtaining a copy of the personal data we process

In order for us to respond to your request for personal data, we ask that you submit this request electronically via email to data.protection@west-norfolk.gov.uk or in writing to:

Data Protection Officer
Borough Council of King's Lynn and West Norfolk
King's Court
Chapel Street
King's Lynn
PE30 1EX

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth and current address. We accept a photocopy or scanned image of the following:

- Photo identification e.g. passport, driving licence, national identification card, residence permit OR;
- Birth or adoption certificate AND
- Proof of address e.g. a bank or debit/credit card statement or utility bill dated within the last three months.

If you have changed your name, please provide the relevant documents evidencing the change. If you do not have any of these forms of identification available, please contact the Data Protection Officer at Borough Council of King's Lynn and West Norfolk on 01263 516057 or via email at data.protection@west-norfolk.gov.uk for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity. You do not have to use the form provided below, but this form makes it easier for you to make sure you have provided us with all relevant information, and for us to process your request.

In addition to exercising your access right, you have the right to:

- Request correction or erasure of your personal data (separate forms are available for each of these).
- Restrict or object to certain types of data processing.
- Make a complaint with the local data protection authority by contacting the Information Commissioner's Office available at ico.org.uk

For more information on your rights under GDPR, see Borough Council of King's Lynn and West Norfolk's Data Protection Policy available at:

https://www.westnorfolk.gov.uk/info/20006/council_and_democracy/326/data_protection

Section 2 – Information Requested

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers and any other information to help us locate your personal data.

For example, you may specify that you are seeking (this list is not exhaustive):

- Employment records.
- Pensions or other benefit records.
- Personal data held by a specific Borough Council of King's Lynn and West Norfolk Service, please visit our website (available at www.west-norfolk.gov.uk) for details of the types of Service.
- Correspondence between yourself and an individual/department, including email or other electronic communications (please specify the approximate dates, times and correspondents).
- Billing information.
- Photographs.
- Video footage.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search. For example, we would require further details if you request "all information about me."

We will begin processing your access request as soon as we have verified your identity and have all the information needed to locate your personal data.

In response to your request, we will provide you with the information we are required to provide, including information on:

- The purposes of processing.
- Categories of personal data processed.
- Recipients or categories of recipients who receive personal data from us.
- How long we store the personal data, or the criteria we used to determine retention periods.
- Any available information on the source of the personal data if we do not collect it directly from you.

- Whether we use automated decision-making, including profiling, meaningful information about the auto-decision logic used, and the significance and consequences of this processing.
- Your right to:
 - ✦ Request correction or erasure of your personal data.
 - ✦ Restrict or object to certain types of processing with respect to your personal data if we do not collect it directly from you.
 - ✦ Make a complaint to the local data protection authority.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, consider if it is otherwise reasonable to provide it to you or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would infringe the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data we hold about you, or we may have destroyed, erased or made your personal data anonymous in accordance with our record-retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

Section 3 – Requests concerning your own data

Please use this form if you are making an access request regarding your own personal data. If you are making this request on a data subject's behalf, please complete the form in Section 4.

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, to respond to your request and to keep a record of your request and our response.

Full name	
Any previous names (including previous surnames)	
Date of Birth	
Home Address	
Contact Number	
Email Address	

<p>Are you a current or former employee of the Borough Council of King's Lynn and West Norfolk? If so, please provide your employee identification number (if known) and your approximate dates of employment</p>	
<p>Please provide details of the information requested.</p>	

Section 4 – Requests made on a data subject's behalf

Please complete this section if you are making an access request on the data subject's behalf.

Please complete this form with **your name and contact details**

<p>Full name</p>	
<p>Any previous names (including previous surnames)</p>	
<p>Date of Birth</p>	

Home Address	
Contact Number	
Email Address	
What is your relationship to the data subject (e.g. solicitor, other advisor, parent)?	
Do you have legal authority to request the data subject's information?	
If the data subject is under 13, do you have parental authority to act on their behalf?	

We require proof of identification (please refer to Section 1) for yourself and for the data subject. If you do not have any of these forms of identification please contact the Data Protection Officer on data.protection@west-norfolk.gov.uk for advice on other acceptable forms of identification.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf:

- ✦ A written consent signed by the data subject
- ✦ A certified copy of a Power of Attorney
- ✦ Evidence of parental responsibility

For further advice on the accepted forms of proof of legal authority, please contact the Data Protection Officer.

We may request additional information from you to help confirm the data subject's identity. We reserve the right to refuse the act on your request if we are unable to verify your legal authority to act on the data subject's behalf.

Please complete the following form using the data subject's personal details to outline your request.

Full name	
Any previous names (including previous surnames)	
Date of Birth	

Home Address	
Contact Number	
Email Address	
Are you a current or former employee of the Borough Council of King's Lynn and West Norfolk? If so, please provide your employee identification number (if known) and your approximate dates of employment	
Please provide details of the information requested.	

Section 5 – Signature & Acknowledgement

I, _____ confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that:

- ✦ The Borough Council of King's Lynn and West Norfolk must confirm proof of identity and may need to contact me again for further information.
- ✦ My request will not be valid until the Borough Council of King's Lynn and West Norfolk receives all the required information to process the request.
- ✦ I am entitled to one free copy of the personal data I have requested, and acknowledge that, for any further copies I request, the Borough Council of King's Lynn and West Norfolk may charge a reasonable fee based on administrative costs.

Please indicate below whether you would like to receive a hard copy or an electronic copy of the personal data you are requesting access to:

Hard copy	
Electronic copy	

Signed:

Date:

Please only sign the below acknowledgement only if you have completed Section 4.

I, _____ confirm that I am authorised to act on behalf of the data subject. I understand that the Borough Council of King's Lynn and West Norfolk must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

Signed:

Date: