

# Access to Personal Information

## Guidance notes for applying for access to your personal information



### Data Protection

Any personal information that you provide on this request form may be used by Solihull Council for the purposes of:-

- Validating your identity;
- Providing you with the information you are seeking;
- Ensuring that our records are accurate and up to date.

For further information about how we use personal information, please see our website: <http://www.solihull.gov.uk/About-the-Council/Data-protection-FOI/Solihull-Council-Statement>

So that the Council can comply with a request for Access to Personal information it :-

- Will require you to provide proof of your identity;
- If you are acting on behalf of a third party, we will require you to provide proof of either parental responsibility or your legal authority to act on their behalf;
- May need to share some of the information on the request form with other departments within the Council, in order to identify/locate the information that is being sought;
- May be necessary for us to seek consent from any third parties who can be identified in the information being sought (this includes those that are known to you);
- May be necessary for us to seek consent from any third parties who has provided information that is being sought.

### Applying to access personal information

- When completing this form please use a pen or ballpoint pen and print clearly.
- If you are applying to access your own personal information, please complete sections one and two of this form. Please ensure you sign section three before returning the form to us.
- Under this legislation, we are required to confirm the identity of the requester, to ensure that we only disclose personal information to those who have a legal right to receive it. Therefore, before we can process your request we need to see proof of identification.

Please be aware that we will need to see a clear full colour copy of one document from each of the lists below (unless an original is specified):

#### Identity Documents List One:

- Current passport
- Current full driving licence
- Birth certificate (original certified)
- Adoption certificate (original certified)
- Marriage certificate (original certified)
- NHS Medical Card

## Identity Documents List Two:

- Gas, Electricity or Water Bill (dated within last 6 months for your current address)
- Fixed Line Telephone Bill (dated within last 6 months for your current address)
- Council Tax Statement/Payment Book (dated for current year)
- Current bank, building society or credit card statement (showing your current address)

**NOTE: We cannot accept provisional driving licences or mobile phone bills as identification.**

If you are making a request on behalf of someone who is unable to make the request themselves, please complete sections one, two and four of this form. Please sign section five. You will also need to provide evidence of your authority to act on their behalf, for example a sealed copy of a Power of Attorney. If the person whose information is being sought is able to do so, they should sign section six.

In order to help us identify/locate the information that you are seeking as quickly as possible and avoiding the need to have to come back to you to seek more information, please provide us with as much detail as possible; using a separate sheet of paper if necessary, for example:

- Please be as specific as you can by giving us the details of what information you require, the department, any reference numbers, dates, etc.
- Please tell us if you have been known by any other name(s) or previous addresses that you may have lived at etc.

When you have completed this form you can either hand it into any of our offices; together with your supporting documentation, marking the envelope "For the Attention of the Information Governance Team, Orchard House" or send it to us at the address at the end of this form.

If you have any questions, or you require assistance, please contact the Information Governance Team at: [infogov@solihull.gov.uk](mailto:infogov@solihull.gov.uk) or by telephone on 0121 704 6251.

The Information Commissioner's Office (ICO) is the independent regulator, who can also provide you with information on your rights under data protection legislation: [www.ico.org.uk](http://www.ico.org.uk) Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

# Access to Personal Information Request



## Section 1. Details of person whose personal information is being requested.

<b>Title</b>	Mr	Mrs	Miss	Ms	Other (specify)
<b>First Name(s)</b>					
<b>Family Name</b>					
<b>Date of Birth</b>					
<b>Email Address</b>					
<b>Current Address</b>					
<b>Contact Tel. No.</b>					
<b>Previous or Other Names</b>					
<b>Previous Addresses</b>					

**Section 2: Details of personal information being requested - please continue on a separate sheet if necessary.** (Remember asking for 'everything you hold about me' may cause significant delays in processing your request.)

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## Section 3: Declaration

**IMPORTANT:** If you are appointing someone else to act as your representative *do not* sign this declaration – please sign the declaration in section six

**I confirm that I am the person mentioned above in section one. I request that Solihull Metropolitan Borough Council provides me access to my personal information as described in section two.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Access to Personal Information Request Form - Continued

### Section 4: Details of person acting on behalf of the person mentioned in section one.

<b>Title</b>	Mr	Mrs	Miss	Ms	Other (specify)
<b>First Name(s)</b>					
<b>Family Name</b>					
<b>Email Address</b>					
<b>Current Address</b>					
<b>Contact Tel. No.</b>					
<b>What is your relationship to the person mentioned in section one?</b>					
<b>If the person whose personal information is being requested is unable to sign the declarations in sections three and five, please give reason(s):</b>					

### Section 5: Representative's Declaration

**WARNING – It is a criminal offence to attempt or to obtain the personal information of another by deception.**

I confirm that I am the person mentioned above in section four and I request that Solihull Metropolitan Borough Council provides access to the personal information for the person mentioned in section one that has been described in section two.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 6: Declaration

I confirm that I am the person mentioned in section one and I request that Solihull Metropolitan Borough Council provides my representative mentioned above in section four with my personal information as described in section two.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please hand your completed form and supporting documents into any of our offices, marking the envelope "For the Attention of the Information Governance Team, Orchard House". Alternatively you can send it to:

The Information Governance Team  
Solihull Council  
Council House  
Manor Square  
Solihull  
B91 3QB