

LOCAL GOVERNMENT ASSOCIATION
SUBJECT ACCESS REQUEST FORM

The Information supplied in this form will be used only for the purposes of identifying the personal data you are requesting.

You should complete this form if you want the Local Government Association (LGA) or the Improvement and Development Agency for Local Government (IDeA) to supply you with a copy of any personal data which we hold about you. You are entitled to receive this information under the Data Protection Act 2018.

We will endeavour to respond promptly and in any event within 30 days of receipt of the latest:

- a) Our receipt of this request; or
- b) Our receipt of any further information we request from you, which we need to enable us to comply with your request.

SECTION 1

Details of the person requesting the information (Please complete)

Full name:

Address:

Postcode:

Telephone or textphone contact number:

Email address:

If this data subject request relates to you, please also tell us of any change of name, address, contact or other details which may have happened during your period of contact with the LGA to help us ensure we can identify all relevant data.

Are there any previous names or details to take into account? Yes/No

If yes, please tell us about change(s) of details below.

Previous name/s:

Previous address/es:

Previous contact details:

Telephone or textphone contact number

Email address

Any other relevant change(s) you want to tell us about:

SECTION 2

Does the data subject request relate to you?

Please select appropriate answer and follow to the correct section.

YES: If the data subject request relates to you, please supply evidence of your identity. This needs to be your driving licence, passport, or national identity card, together with a recent letter or bill from a utility company (within the last 3 months) as evidence of address. If you send us original documents, we will aim to return them by special delivery within 5 working days.

(Please go to Section 4)

NO: Are you acting on behalf of someone else to whom the data relates? If so, you need to have written authority – a letter from the person in question, a power of attorney document, for example - and that authority must be enclosed.

You must also supply evidence of your own identity, i.e. a driving licence, passport, national identity card, a recent letter or utility company bill (within the last 3 months) as evidence of address. If you send us original documents, we will aim to return them by special delivery within 5 working days.

(Please go to Section 3)

We cannot grant your request if we do not receive sufficient evidence of identity.

SECTION 3

Details of the data subject (the data subject is the person whose information you wish to obtain - please complete if different from Section 1)

Full name:

Address:

Postcode:

Telephone or textphone contact number:

Email address:

Please also tell us of any change of name, address, contact or other details for the data subject which may have happened during their period of contact with the LGA, to help us ensure we can identify all relevant data.

Are there any previous names or details to take into account? Yes / No

If yes, please tell us about change(s) of details below.

Previous name/s:

Previous address/es:

Previous contact details:

Telephone/textphone contact number

Email address

SECTION 4

What information are you seeking?

Please describe the information you seek in as much detail as possible together with any other relevant information. This will help us to identify the information you require and respond to you quickly.

SECTION 5

If applicable which of the following do you wish to receive information about?

- a) Why we are processing your personal data Yes/No (delete as appropriate)
- b) To whom your personal data is disclosed Yes/No (delete as appropriate)
- c) The source of your personal data Yes/No (delete as appropriate)

Please note that if the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances we may not be able to disclose the information to you. In this case we will inform you promptly and give full reasons for our decision, or the information will be redacted.

In most cases we will be happy to provide you with copies of the information you request. However, in accordance with the Data Protection Act, if to do so would take “disproportionate effort” we will not be able to provide you with copies of information requested. In these circumstances, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable and give you an explanation of why we were not able to provide you with your requested information.

Finally please note there is a right to rectification of any incorrect information that we hold regarding the data subject. If you are aware that any of the information held is incorrect please notify us immediately indicating how the information should be changed, why and, where necessary evidence that the information should be changed. In addition where the data is no longer relevant or similar there are in, some circumstances, rights to erasure.

DECLARATION

Please note that any attempt to mislead by providing false information may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given is true and accurate. I understand that it is necessary for the LGA to confirm my/the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... Date

Print Name.....

Documents which must accompany this application:

1. Evidence of your identity (Section 2)
2. Evidence of the data subject’s identity (if different from above)
3. Authorisation from the data subject to act on their behalf (if applicable)

If, when you have received the requested information, you believe that:

1. the information is inaccurate or out of date; or
2. we should no longer be holding that information; or
3. we are using your information for a purpose of which you were unaware; or
4. we may have passed inaccurate information about you to someone else

you should notify us at once at the address below.

Please return the completed form and identification to:

by email: itandbusinessmanagement@local.gov.uk

Or by post: IT and Business Management Team
Local Government Association
Local Government House,
Smith Square
London,
SW1P3HZ.