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**GUIDE FOR MAKING A SUBJECT ACCESS REQUEST**

If you wish to obtain your personal data from South Ayrshire Council you are required to make a data Subject Access Request to us. You should read this Guidance Note and then complete our enclosed form.

When you make a Data Subject Access Request you must provide the Council with:

* **Information to prove who you are (to eliminate the risk of unauthorised disclosure of your data)**
* **As much detail as possible regarding the information you wish to access (e.g. specific details of the information required, which department or whom you believe may hold the information)**
* **Any further details you feel may assist in the efficient location and retrieval of information (please note: you are not required to state WHY you wish access)**

You must provide one proof of identity document (e.g. current driving licence, passport) **and** one recent document with proof of your residential address (e.g. utility bill or bank statement). Copies are accepted.

This list is not exhaustive. In the event that you are unable to provide this documentation other forms of identification may be acceptable. At least one form of identification should contain the same signature as your application form, or request letter, and one should contain a photograph.

Please Note: the Council will be unable to comply with your request unless satisfactory proof of identification is provided.

You can attend the main reception of the County Buildings, Wellington Square, Ayr, KA7 1DR between 9am and 4.45pm (Mon-Thurs) 9am – 4.00pm (Friday) to hand in your application form and copies of your supporting documentation. If you require copies of your supporting documentation to be made by the Data Protection Team please get in touch to arrange an appointment either by email, dataprotection@south-ayrshire.gov.uk, or phone 01292 612223.

If you prefer to send copies of your documentation by post please provide us with these copies along with the enclosed application form. To maintain the security of your data, we advise against sending this information to us by email. However, it would be helpful if you could provide your email address to enable us to correspond with you by email regarding your application.

Upon receipt of your Subject Access Request, all efforts will be made to fully comply within one month of receipt of your request.

If we are unable to comply with your request within one month, we will be in touch to advise you why an extension is necessary.



# SUBJECT ACCESS REQUEST FORM

Under the UK General Data Protection Regulation (UK GDPR) you have a right to access data relevant to you. Please complete this form and return it to the address outlined below. *If you wish to access data about someone else you will require their written consent, which you must provide to us*

The following information is required to help us give a quick and accurate response to your enquiry. Please complete this form in block capitals.

| **PART 1** | **YOUR PERSONAL DETAILS** |
| --- | --- |
| **FORENAME(S)** |  |
| **SURNAME** |  |
| **ADDRESS & POSTCODE** |  |
| **EMAIL ADDRESS** |  |
| **DATE OF BIRTH** |  |
| **TELEPHONE NO.** |  |

| **PART 2(a)** | **INFORMATION YOU WISH TO ACCESS** |
| --- | --- |
| *Please provide details of all the personal data you wish to access below. It would help if you could tell us which part of the Council (e.g. department or service area) holds your information. Please be as specific as possible.* |
|  |
| **PART 2(b)** | **PERSONAL REFERENCE NUMBERS AND ADDITIONAL INFORMATION** |
| *It would assist us in searching for and locating your personal data if you are able to provide some of the following information, if known* |
| **Department/Service that may hold the data you are searching for** |  |
| **Any personal reference number to assist with our search (e.g. a payroll number or Social Work Ref)?** |  |
| **Any additional information which may help us find your data** |  |

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| **PART 3:** | **DECLARATION** |
| I confirm that I am the person named above and request that South Ayrshire Council provide me with my personal information in accordance with the subject access provisions of the UK General Data Protection Regulation. I understand that my rights under UK GDPR will be protected and that South Ayrshire Council will use the information provided by me in this form only for the purpose of administering my access request. |
| **Signature:** |  |
| **Date:** |  |

Please forward the completed form to:

**The Data Protection Officer**

**South Ayrshire Council**

**Information Governance**

**County Buildings**

 **Wellington Square**

**Ayr, KA7 1DR**

If you have any further enquiries, please contact Data Protection either by telephone on 01292 612223 or email: DataProtection@south-ayrshire.gov.uk

| **Our Privacy Notice**As the ‘data controller’ for the personal information – or data – we hold about you, South Ayrshire Council decides how your personal information is used or processed, and what it is used for.  Our service will always let you know exactly what we will do with your personal information – what information we collect, why we collect it and what we do with it.We will do this via a ‘Privacy Notice’. Our Subject Access Request Privacy Notice is available at: [South Ayrshire Council Privacy Notices](https://www.south-ayrshire.gov.uk/privacy-notices/). If you require a printed copy of this Privacy Notice or wish to discuss its contents please do not hesitate to contact the Data Protection Team |
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