



## Subject Access Request (SAR) Form

IMPORTANT – Please read the guidance below before you begin.

### Before you start

You have the right to request access to personal information we hold about you under Article 15 of the UK GDPR and the Data Protection Act 2018. Subject access gives you a right of access to your own information.

Requests for information about other people will only be accepted where lawful authority is provided (for example, written consent or a valid power of attorney).

There is no fee for a standard request. If a request is manifestly unfounded or excessive, **we may charge a reasonable fee for administrative costs**. We normally respond within one month of verifying your identity and having enough details to locate the information. If your request is complex or numerous, we can apply an extension of up to two further months which we will tell you in writing.

Please complete all sections and provide sufficient detail to help us locate your information (for example, relevant Council service areas, time periods, addresses, reference numbers). Incomplete forms may delay our response.

### Section 1 – Applicant details

Your name	
Any previous names	
Date of birth	
Telephone number	
Email	
Address (incl postcode)	

If you are requesting information on behalf of someone else, we also ask for written evidence that you are authorised to act on the data subject's behalf (for example, handwritten signed consent or Power of Attorney). Please contact us if you would like to discuss your request.

### **If you are authorised to act on behalf of the applicant**

I have been authorised to act on behalf of the applicant named above. I declare that I will not disclose any information from their records other than to the person on whose behalf I am acting, unless they give me their express permission

Your name	
Telephone number	
Email	
Address (incl postcode)	
What is your relationship to the applicant	

### **Authorisation**

Applicant's name	
Name of agent	
Signed by applicant	
Date	

### **Application by parents on behalf of children (under 13 years old)**

A parent or someone with parental responsibility may apply for access to a child's information. There is no automatic right to the data; access will be granted only where it is considered to be in the child's best interests. Proof of parental responsibility will be required.

Parent's name	
Any previous names	
Parent's date of birth	
Address (incl postcode)	
Name of child	
Child's date of birth	

Child's address (incl postcode)	
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### Applications by parents on behalf of young people aged 13–17

We have a duty of confidence to each young person. We will require handwritten consent from the young person before we can process the request. We may need to contact the young person to ascertain their wishes before any disclosure.

### Section 2 – The information you would like to see

To help us locate your personal information, please provide the details below:

Name of Council service area (e.g. Children's Services, Council Tax, Housing Services)	
What type of service was used or received (e.g. Social Care, Housing Benefit)	
When was the service used (please provide a date period)	
Any additional information to help locate your information (e.g. addresses, reference numbers, caseworker)	

### Section 3 – Proof of identity

To protect a citizen's personal information we must verify the identity of the person the information is about. Please provide a copy of one document from **List A** and one document from **List B** below.

List A (Photo ID)	List B (Proof of address)
Passport	Utility Bill (dated in the last three months)
UK or EU Driving Licence	Council Tax Bill
EU Card	Bank, building society or credit card statement (dated in the last three months)

Evidence must also be provided in respect of applications concerning children, together with evidence of your parental responsibility. If you are unable to provide evidence, please contact the [information.compliance@nottinghamcity.gov.uk](mailto:information.compliance@nottinghamcity.gov.uk) for advice

### Providing your identification

- You can send us copies of your documents and if known to the service area we may process your request. We may need to arrange an appointment via Microsoft Teams to verify your identity if needed.
- You can provide countersigned copies of identification and supporting documents from a person of standing (e.g. social worker or teacher). The countersignatory must include their full name, job title and employer and confirm they have seen the originals.
- You can send original identification documents by post. Originals will be returned by recorded delivery. To use a secure service, enclose a pre-paid Special Delivery self-addressed envelope.
- If you are unable to provide identification, we may be able to accept a letter of verification from a person of standing (for example, a social worker or teacher). Please contact the Information Compliance Team to discuss your request.

For more detailed guidance, please visit Nottingham City Council’s website or contact the relevant team using the details below.

### How to submit your application and identity evidence

Please submit your application together with evidence of your identity using one of the following:

CCTV Requests	All Other Requests
Post: Nottingham Control Centre, The Woodlands, Norton Street, Radford, Nottingham, NG7 3NA Email: <a href="mailto:cctvmedia@nottinghamcity.gov.uk">cctvmedia@nottinghamcity.gov.uk</a> Telephone: 0115 8763873	Post: Information Compliance Team, Nottingham City Council, Loxley House, Station Street, Nottingham, NG2 3NG Email: <a href="mailto:information.compliance@nottinghamcity.gov.uk">information.compliance@nottinghamcity.gov.uk</a> Telephone: 01158 763855

### How we will provide your information

We will usually provide your information electronically via a secure email link. If you need paper copies, please let us know. We will explain how to access the information at the point of disclosure.

### Section 4 – Declaration

To be signed by the applicant:

I certify that the information given on this form is accurate and true and that I am the person to whom it relates.

Signed	
Print name	
Date	