



DATA PROTECTION ACT 1998

REQUEST FOR DISCLOSURE OF PERSONAL DATA HELD BY CITY OF YORK COUNCIL

This form is to assist the Council in providing you with a copy of the personal data that it holds about you.

Subject to certain exemptions, you have a right to be told whether the Council holds any information about you and to be given a copy of that information. The Data Protection Officer can only provide that information if he is satisfied about your identity.

The Council is not obliged to provide any information which identifies someone else, unless that person agrees. If you think that the Council may hold information about you which identifies another person, you may want to get that person's agreement now, and send it with your application.

However the Council may withhold disclosure of information it holds about you where the law allows. The main exemptions are where information is held in order to:

- carry out council duties in relation to public health, social work and education
- carry out council regulatory and enforcement functions
- prevent or detect crime or apprehend or prosecute offenders

and the disclosure would prejudice that work being done, or harm you.

If information is already published or available elsewhere (for instance in the Electoral Register) then the Council need not repeat it.

The application form

Once an application has been received you are entitled to the information you have requested within 40 calendar days providing we are satisfied that proper documentation has been received

Section 1 asks you to give information about yourself which will help the Data Protection Officer to confirm your identity. The Council must keep your information secure, and so must make sure you are who you say you are.

Section 2 asks you to provide evidence of your identity by producing documents with this application

Section 3 asks you to help us to find the personal information the Council has, by specifying what information will be helpful to you, and what you do not need.

The information on this form represents additional personal data about you. It will be retained for reference purposes in accordance with the Council's Data Protection Policy

Section 1

About yourself

This information is to help the data protection officer satisfy himself about your identity and then trace your personal data in the Council's records. You need not provide all of the information requested, but if an item of data in the Council's possession cannot be clearly linked to you it will be withheld.

	<i>Please use block letters and black ink</i>				
Title (<i>circle box</i>)	Mr	Mrs	Miss	Ms	(other):
Surname/family name					
First name(s)					
Maiden/former names					
Sex (<i>circle box</i>)	Male		Female		
Date of birth					
Place of birth					
National Insurance number					
Contract number(s) (<i>former employees only</i>)					
Home address					
	Post code				
telephone					
<i>Please give details of previous addresses, if relevant to the period of your enquiry, on a separate sheet</i>					

If you wish to make a request on behalf of another person – such as a child, or an infirm family member – please explain on a separate sheet why he or she is unable to request, or receive, that information in person and why it should be disclosed to you. It may still not be lawful for the Council to do so. Remember that the Data Protection Act 1998 gives parents no automatic rights over their children's personal data although other Acts may do so.

Section 2

Proof of identity

To help to establish your identity this application must be accompanied by copies of two formal documents which between them clearly show your name, date of birth and current address. At least one must carry your signature.

For example: driving licence, passport, birth certificate, adoption certificate, medical card, Council Tax or utility bill; council house rent card.

Please do not send copy credit card bills or anything that identifies your credit card number.

Declaration	<i>To be signed by the applicant</i>
I declare that the information supplied on this application is correct and that I am the person to whom it relates. I understand that if I impersonate or attempt to impersonate another person I may be guilty of an offence	
Signature	Date

Council use only

Name of officer responsible for reply to applicant		
Application checked and legible (circle)	Yes	No
Identity adequately demonstrated (circle)	Yes	No
Scope of enquiry agreed (date)		
<i>The applicant must receive a full reply within 40 days of this date</i>		

Section 3

Help us to find your information

An important purpose of the form is to help us when searching for items of information that are personal to you. You can help us to make the search more efficient if you can indicate what sort of information you are interested in, so that we do not spend time searching in places and copying items that you don't really want.

You are not required to explain why you want a copy of the information. It is your right under the Act to be given it. However if there are council services that you have not used, or which do not interest you on this occasion, or you can narrow the scope of our search in time, or geographically, then it will make our search easier and more efficient.

Please circle or highlight the departments or services you expect to be holding the personal data you want copied. If you are or were an employee, Human Resources is classified here in the Chief Executive's department and Payroll in Resources:

- **Adult care services:** Asylum seekers; carers; community support; criminal justice; residential homes; substance misuse; supporting adults; supporting disabilities
- **Children and families services:** adoption and fostering; child protection; childminding; children looked after in care; complaints; programme management and development; residential homes; substance misuse; special education; supporting children; supporting disabilities; training; youth justice; youth services
- **Consumer affairs and trading standards:** animal welfare; enforcement; investigation, inspections and monitoring; registration, certification and licensing
- **Crematoria and cemeteries**
- **Democracy:** decision making; governance; representation
- **Education and skills:** access and inclusion; admissions and exclusions; arts services; education welfare; employment skills; life long learning; management of schools; teaching
- **Finance:** accounts and audit; asset management; local taxation (including Council Tax and benefits); payroll and pensions
- **Health and safety:** accidents and incident reporting
- **Housing:** advice; enforcement; estate management; housing provision; housing stock; managing tenancies (including rent and rent arrears)
- **Human resources**
- **Leisure and culture:** allotments; archives; arts; community facilities; events; libraries; parks and open spaces; sports; tourism
- **Management:** enquiries and complaints; external audits; preparing council business
- **Planning and building control:** building control; development control; forward planning
- **Registration of births, marriages and deaths**
- **Risk management and insurance**
- **Other:** please specify

Note that schools and adult education centres also keep their own records. The York Museums Trust is a separate body.

Are you interested in information collected or processed within a certain period?

- The last three months

- The last six months
- The last year; two years; five years
- Another past period:

If you suspect that your personal data has been wrongly used, processed, or disclosed, then again it would help me to establish the facts if you can provide more detailed information about your request on a separate sheet. There is no obligation on you to give a reason for your request but it will make the search more efficient.

When you have completed the form and attached any additional documents, send it to

The Data Protection Officer
City of York Council
West Offices
Station Rise
York
Y01 6GA

There is currently no fee for this service