

**ANGUS COUNCIL
DATA PROTECTION ACT 1998
REQUEST FOR PERSONAL INFORMATION FORM**



INSTRUCTIONS

Please complete Part A of this form if you want to see personal information held about you by Angus Council. Please complete Part B of this form if you want to see information held about another person. The information can be in any format, eg paper file or computer record. Complete the appropriate part of the form carefully and accurately, giving as much detail about the services you want information about as possible. This will help us find the information you want as quickly as possible.

SOCIAL WORK RECORDS

This form can be used for files held by any department of Angus Council, except for files held by the Social Work Department. If you want to see your social work files, either speak to your social worker, call in at any Social Work office or telephone the Clients' Rights Officer on (01307) 474848.

SECURITY

Angus Council needs to be sure of your identity and to make sure that you have the right to see the information you are asking to see. As a result, you may be contacted by the Council once you have made the application to check you are who you say you are. You may be requested to supply the Council with proof of identity, for example, a passport, driving licence, birth or marriage certificate. Photocopies of these documents are acceptable. If you are applying to see information held about another person, the Council may contact that person direct, to check that they have authorised you to see their information.

Angus Council has published two leaflets which set out your rights under the Data Protection Act, including your right to see what personal information the Council holds about you. You might find it helpful to read these leaflets before completing this form.

These leaflets are called "The Data Protection Act 1998 – An Overview for Customers" and "The Data Protection Act 1998 – A Guide for Customers." The first leaflet is a short summary of your rights under the Act and the second gives more detail about the Act. The leaflets are available from most Council offices, by calling the ACCESS line on 08452 777778 or by logging on to the Council's website: www.angus.gov.uk.

PART A – Please only complete this Part if you are applying to see personal information held by Angus Council about you.

Full name (including middle names)	
Date of birth	
Current address	
Telephone number	
When did you receive the services you want information about from the Council?	
If you were known by another name when you received those services, please let us know what that name was.	
If you lived at another address when you received those services, please let us know what that was.	
What type of personal information do you want to access? (Please be as detailed as possible, letting us know what service you received from the Council, which department provided the service and the name of any Council employee who provided the service or with whom you were in regular contact.)	

Please complete the following declaration.

I confirm that I am the person named above. I understand that Angus Council has 40 days to respond to my request, but that this period will not commence until the latest of the following:

- the Council is satisfied as to my identity; and
- the Council has received the necessary information to allow it to proceed with the application.

The information you have provided will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) to process your request for information and for managing our database of requests. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed.

Signature..... **Date**.....

Once this part of the form has been completed, either hand it in to any Council office marked for the attention of the Head of Law and Administration or send it to her at: Angus House, Orchardbank Business Park, Forfar DD8 1AN.

PART B – Please only complete this Part where you are applying to see information about another person.

Information about you:

Full name	
Address	
Telephone number	

Angus Council must check whether you are entitled to see the other person’s files.

- **Have you been asked by someone to make this application?** YES/NO

If “yes”, then that person must sign the declaration at the end of this form, unless the person is either a child too young to do so (see below) or is incapable of signing the form, due to mental incapacity.

- **Are you the person’s Attorney or have you been appointed by a court to act on behalf of the person?** YES/NO

If “yes”, then you must enclose a copy of the Power of Attorney, court order, etc with this application.

If “no”, what is your relationship to the person whose files you want to see? _____

- **Is the person whose files you are applying to see a child over 12?** YES/NO

If “yes” and the child is able to understand the implications of you making this request, the child must sign the end of the form.

If “no”, do you hold parental responsibilities and rights in relation to the child? YES/NO

Information about the person whose files you want to see:

Full name (including middle names)	
Date of birth	
Current address	
Telephone number	
When did he/she receive the services you want information about from the Council?	
If he/she was known by another name when he/she received these services, please let us know what that was.	

<p>If he/she lived at another address when he/she received these services, please let us know what this was.</p>	
<p>What type of personal information do you want to access? (Please be as detailed as possible, letting us know what service the person received from the Council, which department provided the service and the name of any Council employee who provided the service or with whom the person was in regular contact.)</p>	

Please complete the following declaration.

I confirm that the above information is correct. I understand that Angus Council has 40 days from receipt of this application to respond to my request, but that this period will not commence until the latest of the following:

- the Council is satisfied as to my authority to make this application;
- the Council is satisfied as to my identity and the identity of the person whose file I want to access; and
- the Council has received the necessary information to allow it to proceed with the application.

The information you have provided will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) to process your request for information and for managing our database of requests. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed.

Signature..... Date.....

I confirm that I am the subject of the personal information requested, that I have authorised the above person to make this application and that I understand the implications of this authorisation.

Signature..... Date.....

Once this part of the form has been completed, either hand it in to any Council office marked for the attention of the Director of Law and Administration or send it to her at: Angus House, Orchardbank Business Park, Forfar DD8 1AN.