

Angus Council
Request for Access to
Personal Data



Under the General Data Protection Regulation 2016 and the Data Protection Act 2018 everyone has the right to request access to their personal data from a data controller. This form is for the request of your information from all services of Angus Council including children, families and justice social work records.

Adults (persons aged 16 or over) who wish to know what personal health and social care information is held about them by the Angus Health and Social Care Partnership and its partners, NHS Tayside and Angus Council should complete a separate form which is available at www.angus.gov.uk/infogovernance

We cannot process your Subject Access Request without proof of your identity (ID) and address, for example, a passport, or driving licence. If you are representing another person, we need to see proof of your authority to act on their behalf (for example a signed letter) and ID and full contact details for the person whose information you want to see. Photocopies of ID documents are acceptable if the copy is signed to allow us to compare this signature with that in the copied document. We need to receive this form and supporting documents in paper form.

Details of person making the request

Name	
Surname	
Other Names	
Address	Postcode
Previous (Angus based) address(es)	Postcode
Tel No (inc STD)	
E-mail Address	
Date of Birth	

Please indicate if the records you are seeking are your own or those of another person or of your child (please tick)

My own records I have been authorised to obtain the personal information (attach authorisation)

My children's records I have parental rights

If it is your children's records please give name(s) and date of birth. Where a child is aged 12 or over they need to complete their own form.

Other person's/child's name(s)	Other person's/child's address(es)	Date of Birth

What personal information is requested? Please give as much detail as possible on the specific information requested including when you received the services and/or which staff member you have been dealing with/dealt with. **We cannot deal with requests such as “provide all data held about me” without a description of the services used.**

I am currently/not currently ** receiving services from Angus Council (** delete as appropriate)

I confirm that I am the person named overleaf and that I have provided full and accurate information. I understand that Angus Council has one calendar month 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;
- the council has received the necessary information to allow it to proceed with the application; and
- the consent of any third party referred to in my information has been obtained, denied or dispensed with.

The information you have provided will be used by Angus Council (the “data controller” for the purposes of the Data Protection law) 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.

Name and signature of person seeking access

Signature

Print Name

Date

In processing subject access requests Angus Council follows guidance by the Information Commissioner’s Office (ICO) and Data Protection legislation. ICO has published guidance (“[Find out how to request your personal information](#)”) for members of the public on how to make a valid request. Please refer to www.ico.org.uk The council has a Data Protection Officer who makes sure we respect your rights and follow the law. If you wish to exercise any of the above rights, discuss your information rights further or are concerned about the use of your data please contact the council’s Data Protection Officer, Angus House, Orchardbank Business Park, Forfar DD8 1AN, Tel: 03452 777 778; InformationGovernance@angus.gov.uk

Please submit this form along with copies of your verification documents to any council office, marked for the attention of the Information Governance Team or send it to: **Angus Council, Information Governance Team, Angus House, Orchardbank Business Park, Forfar DD8 1AN.** If you have any queries contact: InformationGovernance@angus.gov.uk