
*Isle of Wight Council
Access to your Records
General Data Protection Regulation and Data Protection Act 2018*

Under data protection legislation, you are entitled to request access to personal information that we hold about you. This is called a Subject Access Request.

In addition, you are entitled to be told:

- What we are using your data for
- Who we are sharing your data with
- How long we will store your data, and how we made this decision.
- Information on your rights to challenge the accuracy of your data, to have it deleted, or to object to its use.
- Your right to complain to the ICO.
- Information on where your data came from.
- Whether your data is used for profiling or automated decision making and how it is doing this.
- If we have transferred your data to a third country or an international organisation, what security measures we took..

Contact information

If you would like more information, or this document in a different format, such as large print or another language, please contact:

Corporate Information Unit, Isle of Wight Council, Legal Services, County Hall, Newport,
Isle of Wight, PO30 1UD

Email: information@iow.gov.uk

Privacy Notice

The Isle of Wight Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01983 821000, via email to information@iow.gov.uk or by writing to us at County Hall, High Street, Newport, IW PO30 1UD. The council's Data Protection Officer is the Deputy Director of Corporate Services and can be contacted at dpo@iow.gov.uk.

The Corporate Information Unit will only use your information for the purpose of dealing with your request. Your details will be kept on our database for 3 years after closure of your request, solely for the purpose of your subject access request.

Making a formal 'Subject Access' Request (SAR)

Please complete this form to apply for a copy of personal information held by the council, and return it to the Corporate Information Unit. Where you are applying to see someone else's information, we will need their consent, or evidence that you are entitled to act on their behalf.

Please help us by providing as much detail as possible including details of council departments, specific events and/or time periods, where possible.

A charge for seeing records?

This service is free of charge. However, a reasonable fee may be charged when a request is manifestly unfounded or excessive to help cover our administrative costs, or the request may be refused.

Proof of Identity

We need to have proof of your identity before we can let you see your personal information. The proof of identity that you provide will only be used to process your application and for no other purpose. Please provide the following:

- Proof of identity e.g. passport, driving licence, birth certificate.
- Proof of name and address, e.g. bank statement, recent utilities bill.
- If you have changed your name, copies of the relevant documents.

In addition, if you are applying to see someone else's records you will also need to provide:

- Proof of the identity of the person whose records are being requested.
- Proof of your right to view someone else's records, e.g. power of attorney, letter of authority, parental responsibility.
- Proof of parental responsibility is evidenced by Court order, parental responsibility agreement, or a birth certificate.

How quickly can you see records?

The council has a statutory timeframe of one month from receiving your fully completed form; your identification documentation; and any other details reasonably needed to identify the information. For complex requests, or requests involving a large quantity of information, we may need an extension of a further two months.

Please note: If personal information is held by a school, you will need to apply to the school directly.

Section A; Details of the person applying

Mr/Mrs/Miss/Other.....
Full Name.....
Previous names/also known as:.....
Address:.....
.....
Postcode:

Date of Birth..... Telephone number:.....
Email address.....
Address(es) at time of service received (If known).....
.....
.....

Section B: who is applying to see records? (tick the option which applies)

I am applying to see my own records (go to Section C)

I am applying to see records for/on behalf of someone else:

Name of person you are requesting information for:

Date of birth of person you are requesting information for:

Your relationship to this person (e.g. parent, guardian, holder of power of attorney, solicitor, etc...)
.....

Section C: Service areas

Please tell us what services you are/were receiving and which departments hold the information
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Department examples: Children's Services, Housing, Council Tax, Adult Services, Special Educational Needs (SEN).

Please tell us the names of any staff involved.....

Please let us know if you were known by any other name when you received these services
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Isle of Wight Council - Subject Access Request

Date information required from:

.....to.....

Please give us as much information as you can to help us identify the records you are particularly interested in, including details of any specific information you would like to know. **Please note:** we may not release information provided by, or relating to, third parties without their permission.

Please provide any additional details that will help with identifying the information:

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Section D: Documents enclosed (tick all applicable boxes)

Please note: the period of one month in which we must respond to your request will not commence until we are satisfied that the proper documentation has been received.

- Proof of name of person in section A**
- Proof of current address of person named in section A**
- Proof of name of person(s) named in section B**
- Proof of right to see someone else's records**

Section F: Signatures

Person named in Section A

.....

Date.....

Person(s) named in section B (if aged 12 or above)

.....

Date

Please return this form with all relevant documents to: Corporate Information Unit, Legal Services, County Hall, Newport, PO30 1UD. Or by email to information@iow.gov.uk