

Guidance notes for Data Subject Access Request (DSAR) form



These notes are provided to assist an individual making a Data Subject Access Request (DSAR).

1. Complete personal details as requested. Former name and address need only be given if a change has occurred within the last 12 months.
2. Proof of identity is essential to ensure information is only given to the correct person. Where you are asked to upload documents these can be copies and you can upload a photo of your passport ID page, your driving licence, or your utility bill, as long as we can clearly see your details on the document. If we do not receive these documents, attached to your form when submitted we will write to the email address provided to ask for copies. Your request will not be processed until we receive the required ID.
3. Under the section Describe the data required, please provide as much information as you can to help identify your particular requirements. For example, if you know you have only had dealings with our Council Tax Team, please let us know this to save us asking every department in the Council to look for your data. If it is not clear what data you require we will email you for further details.
4. Please ensure you tick the box on the form that confirms you are the person named in the Personal details section. This is the digital signature.
5. Once we have all of the required information we will log your request and we have 30 calendar days, maximum, in which to reply.

Please note:

- You are only permitted to access information about yourself.
- We may withhold information that includes information about somebody else.
- We may extend the time limit by up to two months, where necessary, taking into account the complexity and number of the requests.
- We may also charge a reasonable fee, taking into account the administrative costs of providing the information or communication.