



Data Protection Act 1998*/General Data Protection Regulation

Data Subject Access Request – Application Form

Subject to certain exemptions, you have a right to information held about you. You have a right to a copy of this data and receive it within **one calendar month**.

If you wish to exercise your right to access the data that Islington Council holds about you, please complete all relevant sections of this form. The information we ask for in this form, is necessary to enable Islington Council locate any relevant personal data that relates to your request. We may need to contact you again to verify your identity or request further information needed to help us in our search.

1. Your details (*please write in block capitals*)

Name: (Please list your full name)	
Title: Mr/Mrs/Ms/Miss/Other	Date of Birth:
Contact telephone number: <i>(this will assist us if we need to clarify any information)</i>	
Email address:	
Current address:	Previous address: <i>(if lived at current address for less than 3 years)</i>
Please detail any other information that may be relevant to your request:	

2. Whose information are you seeking?

	Please Tick
My own	
Someone else's	
Both mine and someone else's	

Go straight to section 4

Making a request on behalf of someone else

An individual may authorise any other person e.g. a relative or solicitor, to make a data subject access request on their behalf. In most cases we will need written authority from the data subject and a copy of their proof of identity.

Making a request for a child's information

Please note that parents have no automatic right of access to their children's files. Where a child is of sufficient age and maturity to understand the request and provide informed consent, we may need to contact them to discuss whether they are happy to proceed. In all cases, disclosure of information would take place only if it is in the best interests of the child.

3. If you are requesting information on someone else's behalf, please provide their details and authorisation below

a) Their contact details

Their name: (Please list first name, middle name, surname or any previous name which may be relevant)	
Title: Mr/Mrs/Ms/Miss/Other (please state)	Date of Birth:
Contact telephone number: <i>(this will assist us if we need to clarify any information)</i>	
Current address:	Previous address: <i>(if lived at current address for less than 3 years)</i>

b) Written authority

If an agent is acting on your behalf, then please complete the following:

I,

(name of user of services)
Authorise Dr Liz Davies of Islington Survivors Network to represent me in accessing my childhood care file and to collect the file on my behalf.
I declare that this authorisation was freely given. Signed: (user of service) Date:

4. What information are you requesting?

To help us locate any personal information which we hold please supply all relevant information below.

Please indicate the information you require:	
My childhood care file	
Please list the department(s) or service(s) which you believe hold this information:	
Children's Services	
Any dates (where relevant) to the information being requested:	
Any relevant references:	

5. Proof of Identity

To confirm that you are entitled to see this information, please enclose:

A photocopy of your:

- Passport; or
- Driving licence; or
- Birth certificate

AND

A copy of:

- A recent bank statement (with full address) dated within the last 3 months; **or**
- A recent utility statement (with full address) dated within the last 3 months; **or**
- An Islington council tax number

NB If you are acting on behalf of the data subject you are still required to provide the above documentation on their behalf.

6. Declaration

Section 55 of the Data Protection Act 1998* – ‘Unlawful obtaining of personal data’

A person must not knowingly or recklessly, without the consent of the data controller:

- Obtain or disclose personal data or the information contained in personal data, or
- Procure the disclosure to another person of the information contained in personal data.
- A person who contravenes section 55 of the Data Protection Act 1998 is guilty of an offence.

Where I am obtaining information on behalf of a named person, I declare that I will not disclose any information that I am supplied with other than to the person whose behalf I am acting, unless they give me their express permission.

Signed:

Date:

7. Fee

There is no charge for processing a Data Subject Access Request.

8. Submitting your application form

Before you submit your form, please ensure that you have:

- Completed all the relevant sections
- You have signed the declaration
- You have enclosed the relevant forms of identification
- You have ensured the written authority section has been completed by the data subject (where applicable)

You can return your completed to Islington Survivors Network: IslingtonSN@gmail.com

Islington Survivors Network will forward it with your ID to the Non Recent Abuse Team 222 Upper Street (email: survivor.support@islington.gov.uk) . This is an agreed protocol between Islington Survivors Network and Islington Council to assist survivors in accessing their files in a safe and sensitive way. The information received by

Islington Survivors Network remains confidential to Dr Liz Davies (ISN coordinator) who manages the applications.

9. Privacy Information

The information you provide in this form will be used for the purposes of your Data Subject Access Request. All data is held securely and will be processed in accordance with the Data Protection Act 1998* and the General Data Protection Regulation. In order to satisfy your request we will share the information you have provided with other services in the council and may share it with third parties that process services on our behalf. We will retain this form and all associated information gathered to process and respond to your request for three years following our response. For further details please visit our privacy notice: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice>

Subject Access Request team:

Information Governance Team, Resources, Islington Council, 4th Floor, 7 Newington Barrow Way, London N7 7EP

Email: foia@islington.gov.uk

