

Data Protection Act 1998 Request for Access to Personal Information held by Kent County Council (KCC)



Application No..... (office use only) Due Date.....(office use only)

PLEASE READ THE ACCOMPANYING NOTES BEFORE COMPLETING THIS APPLICATION FORM.

SECTION 1

Data Subject's details *

PLEASE USE BLOCK CAPITALS

Mr/Mrs/Ms/Miss/Dr/Sir/Other

Forenames

Surname

Date of Birth

Previous surname or also known as (if applicable)

Date of any change of name

Address

Previous addresses in the last 5 years

Post code.....

Names and date of birth of parents (if known – if deceased, date of death).....

Telephone Number (optional)

** If you are not the Data Subject and are applying on behalf of someone else, please insert their details above and not your own. Please also complete Section 2*

To help us search for and locate your personal information, please provide the following

information: KCC Directorate(s) which you think may hold the information you require. Please identify departments where you are receiving or have received services: An additional sheet may be used if required.

Social Care, Health & Wellbeing : (e.g. Specialist Children Services, Older Persons & Physical Disabilities, Learning Disabilities & Mental Health, Drug & Alcohol Team)	Yes / No	Growth, Environment & Transport (e.g. Kent Highway Services, Planning, Waste, Libraries, Trading Standards, Coroners, Country Parks, Public Rights of Way)	Yes / No
Education & Young People's Services: (e.g. Special Educational Needs, Attendance & Behaviour, Admissions & Transport, Youth Offending Services)	Yes / No	Strategic & Corporate Services (e.g. Finance, Insurance, Governance & Law, Personnel, Property Group)	Yes / No

For information about about the full range of our services and the directorates that provide them, please see our website at www.kent.gov.uk

If there is a particular Office or Unit you have been dealing with, or received information from, for example: Planning Applications, Trading Standards, Highways, Public Rights of Way, Mental Health Unit, Youth and Community Service etc. please give details:

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Please read these notes carefully before completing the details on the form

- 1. Who may apply for information?** Only the individual who the personal information is about (*the Data Subject*). This means that you can only apply for your own personal information (*referred to as a Subject Access Request*). You can not apply for information about anyone else; neither can anyone else apply for information about you. You may wish to nominate someone to be your authorised representative and the information can then be released to them with your consent. Please see paragraph 6 below for access to your child's personal information.
- 2. What does it cost?** KCC charges a fee of £10 for processing requests for access to personal data, which we are entitled to under the Data Protection Act 1998. Please include a cheque / postal order, payable to Kent County Council, with your application form.
We cannot accept payment by cash or credit card or electronically at this time.
- 3. How soon will I get an answer?** Within 40 calendar days of KCC receiving your written request, the fee and proof of identity. Please bear in mind that KCC is a very large local authority and is split into four Directorates; each directorate is made up of many operational units. We also work in partnership with many companies, agencies and other local authorities, several of which process personal information on our behalf. It is important to be as specific as possible when requesting your personal information. If we do not have enough information to begin our search, we will write to you and ask you for more details. In these circumstances, the 40 day response time will begin from the day we receive sufficient information from you to proceed.
- 4. Will I be able to understand the information I receive?** Yes. We must provide the personal information we hold in a form that you can understand, explaining any abbreviations.
- 5. Identification.** We must not knowingly give personal information to the wrong person and we must do our best to ensure that the personal information we have been asked for is given only to the person to whom this information refers, or their authorised representative. Therefore, we will be asking you for proof of both your identity and address before we hand any information over to you. If we are posting information, we will send it to the person that the information is about, or their authorised representative. Your signature at the bottom of the form declares that you are that person requesting your own information, or you have authorised someone else to act on your behalf.
- 6. Children.** Children have the same rights of access to their own personal information as adults, and the same rights of privacy. There is no minimum age in English law, but current practice accepts that in general, a child of or over the age of 12 years is considered capable of giving consent. When a subject access request is received from a child, we will assess whether the child has the capacity to understand the implications of their request and of the information provided as a result of that request. If the child does understand, then their request will be dealt with in the same way as that of an adult. If a parent or legal guardian makes a request on behalf of a child, the request will only be complied with when we receive assurances that the child has authorised the request and that their consent was not obtained under duress or on the basis of misleading information. If the child does not understand, then a request from a parent or legal guardian for the child's information will only be complied with when assurances are received that they are acting in the best interests of the child.
 - Requests to see or receive copies of educational records should be made in writing to the head teacher of the school that you/your child attends or attended.
- 7. What do I need to do?** Please complete and return this form to the address below, together with the £10 fee, proof of identity (e.g. copy of passport or photo driving licence), proof of current address (e.g. copy of recent utility bill or the address section of your last bank statement) and if you are applying on someone else's behalf, proof that they are happy for you to be doing this, such as a letter of consent from them or a Power of Attorney.

Send to: **Information Resilience & Transparency Team**
Strategic & Corporate Services, Governance & Law
Room: 2.71, Sessions House, County Hall, Maidstone, Kent. ME14 1XQ.
<http://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/your-personal-information>