

General Data Protection Regulations 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

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Post code.....

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Telephone Number (optional)

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

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** 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.

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

For information 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 service, office or team you have been dealing with, or received information from, for example: Children & Families, Trading Standards, Highways, Public Rights of Way, please give details:

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Continued overleaf

Please give any other details to help us with our search; for example: any dates which may be relevant, reference numbers on correspondence or applications, names of officers, signatories on letters.

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Are you now, or have you been within the last six years, employed by KCC? **Yes / No**
If yes, please provide details of your OEN number / Directorate / Unit / Team / Dates of employment etc.

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I DECLARE THAT I AM THE DATA SUBJECT AND THAT THE INFORMATION GIVEN ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature..... Date.....

SECTION 2

Applicant's details *

PLEASE USE BLOCK CAPITALS

** Please complete this section with your details if you are acting on behalf of someone else (the Data Subject). The Data Subject must consent to us disclosing their information to you by countersigning your application.*

I confirm that I am acting on behalf of the Data Subject and have submitted proof of my authority to do so.

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

Relationship to Data Subject

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Surname

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Forenames

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Address

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Post code.....

Email address

Telephone number.....

Information will be sent to you electronically via secure email. If you have no email address a paper copy will be provided via royal mail special delivery.

Signature of authorised representative.....

Signature of data subject.....

General Data Protection Regulations

The information you have provided will be held and used by Kent County Council for searching our records and progressing your enquiry. The search process may require us to share your information with partner organisations and other local authorities or agencies that provide services on our behalf. To find out more information about how we use your information, and your rights under legislation, please see our [Information Rights Privacy Notice](#)

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 cannot 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?** There is no "flat fee" payable under the General Data Protection Regulations. However, KCC is entitled to charge a reasonable fee to consider the administration costs of providing the information to you. We will advise you if any costs are payable.
- 3. How soon will I get an answer?** Within one month of KCC receiving sufficient information and/or evidence to progress your request (i.e.: your written request, proof of ID and address, consent if applying on someone else's behalf). 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. We can also extend the time to deal with your request for up to three months, depending on the complexity of your request.
- 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 aged 13 or over have the same rights of access to their own personal information as adults, and the same rights of privacy. When a subject access request is received from any child under 18, we will assess whether the child has the capacity to understand the implications of their request and of the information provided because 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 aged 13 or over, 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 based on 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 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.

Email: dataprotection@kent.gov.uk
or Send to: **Information Resilience & Transparency Team**
Strategic & Corporate Services, Governance, Law & Democracy
Room: 2.87, 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>