

Kirklees Council
Data Protection Act 1998
Request for Access to Personal Information

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| Reference |
|-----------|

You have the right to know if the Council is processing information about you and, if so, to see it and to have a copy of it.

You do **not** have the right to be given information about anyone else unless:

- a) they authorise you as their agent, or
- b) it is information about a child for whom you have parental responsibility.

On this form we ask you to tell us enough to allow us to be sure of your identity and entitlement. We also ask you to give a general idea of what contacts you (or the other person) have had with the Council to assist us in locating the data.

Please say in section 4 if there are certain specific items only that you require.

Only complete section 2 if you are applying for information about someone else.

Section 1. My details:

| | | |
|--------------------------|---------------|--------------|
| Title | First name(s) | Last name(s) |
| Address | | Postcode |
| Daytime telephone number | | |

Section 2. I am applying on behalf of someone else.

Their details:

| | | |
|---|---------------|--------------|
| Title | First name(s) | Last name(s) |
| Address | | Postcode |
| Daytime telephone number | | |
| My relationship to them: | | |
| If you are their agent, they should sign here to give authorisation to you: | | |
| Signature: | | Date: |

Section 3. Further details of myself and / or the person I am acting for* (delete as appropriate). These help to locate the correct records

| | |
|---|--|
| Date(s) of birth | |
| Any previous name(s), if relevant | |
| Any previous address(es), if relevant, with dates | |

Please turn over →

Kirklees Council

Section 4. Which Services of the Council have you / the person you are acting for been in contact with (for example Highways, Education, Social Services, Council Tax) and / or which Council staff have you / they had dealings with, and when?

| Service | Contact names | Dates |
|---------|---------------|-------|
| | | |
| | | |
| | | |
| | | |

Are there any specific files, documents or information that you / they require?

IMPORTANT: If your request is for access to adoption records, please let us know

Section 5. I would like the reply to this request to be

** please delete
as appropriate*

- sent to my home address as in 1 above*
- sent to the person in 2 above *
- to be made available for collection by me*/ the person I act for* from the following Council Office: (you can request any Council office convenient for you).

To ensure confidentiality, please provide proof of identity; we require two original pieces of documentation:

- a recent utility bill or bank statement (photocopies are not acceptable) which are no more than 6 months old showing your name and address, plus
- a current passport or photo ID driving licence or birth certificate

I understand that the Council may refuse to give me information about anyone else, and that it may be necessary for the Council to ask for further details to confirm my identity and / or to locate the information I am requesting

| | |
|------------------------|--|
| Signature of applicant | |
| Date | |

Please return form to: Information Governance Team
 Kirklees Council, The Democracy Service
 Civic Centre 3, High Street, Huddersfield, HD1 2TG

We should acknowledge this request within six working days: if not, and for any queries relating to your request, please contact the Information Governance Team on 01484 221000 (voice activated switchboard – please ask for data protection)