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| **Data Protection Act 2018MY INFORMATION, MY RIGHTS** **REQUEST FORM** |
| * Please complete the form in **BLACK** ink and as fully as possible
* You MUST supply evidence of your identity/address - a list of documentary evidence is provided in the guidance notes. Your request will not be processed until this evidence is provided.
 |
| **SECTION 1**  | **APPLICANT DETAILS****i.e. the person whose information the request concerns** |
| **Current Details** |
| (please circle as appropriate) |
| **Title** | Ms | Miss | Mrs | Mr | Dr | Other - please specify |  |
|  |
| **Forename(s)** |  | **Surname** |  | **Date of Birth** |  |
|  |
| **Current Address**  |  |
|  |  |
|  |  |
| **Email address** |  |
| **Postcode** |  | **Telephone Number** |  |
|  |
| **Any Previous Details** |
|  |
| Please provide any other information that may help us to find your records e.g. previous names, previous addresses and dates occupied. |
|  |
| **Previous Names** | **Forename(s)** | **Surname** | **Date From** | **Date To** |
| (In date order with most recent name first) |  |  |  |  |
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|  |  |  |  |  |
|  |
| **Previous**  | **Address** | **Date/Year From** | **Date/Year to** |
| **Addresses** |  |  |  |
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|  |  |  |  |
|  |  | **Postcode** |  |  |  |
|  | **Address** | **Date/Year From** | **Date/Year to** |
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|  |  | **Postcode** |  |  |  |

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| **SECTION 2** | **MY INDIVIDUAL RIGHTS** |
| Here is list of the rights that you have under data protection laws should you wish to access any of these please let us know more about this in Section 3. If you know which right you wish to access then please feel free to tick this right.  |
| Right to access | Right to object |
| Right to rectification | Right in relation to automated decision making and profiling |
| Right to restrict processing | Right to erasure |
| Right to be informed | Right to data portability |

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| **SECTION 3** | **WHAT INFORMATION DOES YOUR REQUEST CONCERN?** |
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| Please state what information your request concerns, including dates it may be held from. Please select from the list of services below which you believe will hold the information. Please state why you wish to access the individual right and provide any supplementary evidence that will help with your application. Please also provide any reference numbers which may be relevant. |
|  |
|  Adult Health, Social Care and Wellbeing |
|  Council Tax, Council Tax Support and Housing Benefits |
|  Information Computer Technology (ICT), Website, IT Hardware & Support |
|  Education, Children & Social Care |
|  Council & Democracy |
|  Environment & Planning |
|  Housing, Repairs & Maintenance |
|  Procurement & Contracts |
|  Public Health |
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| **SECTION 4** | **DECLARATION** |
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| I certify that the information given on this application form and any documents therein to Barnsley Metropolitan Borough Council is accurate and true. |
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| I understand it is necessary for Barnsley Metropolitan Borough Council to confirm my identity and that it may be necessary to obtain more detailed information in order to locate the correct information. |
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| **Applicant’s Signature** |  | **Date** |  |
|  |
| **Applicant’s Representative Signature (if applicable)** |  | **Date** |  |

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| **INDIVIDUAL RIGHTS REQUEST – REQUEST APPLICATION FORM GUIDELINES** |
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| **Completing the Application Form** |
| * Please complete the form in **BLACK** inkand as fully as possible.
 |
| * Return your form to:
 | **Customer Feedback and Improvement Team****Barnsley Metropolitan Borough Council,** **Corporate Mail Room** **P.O.Box 634** **Gateway Plaza****Barnsley****S70 9GG**We recommend that you send your form and documents by a secure method eg Recorded Delivery. |
| * The form will be used by Barnsley Metropolitan Borough Council to ensure your personal data is processed in line with your individual rights
* The period of one month in which Barnsley Metropolitan Council must respond to this request will not start until it is satisfied that the evidence of the applicant’s identity have been confirmed AND the application form has been fully completed.
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| **Providing Proof of Identity/Address Evidence** |
| * ALL applicants MUST supply evidence of their identity.
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| * To prove who you are and to make sure that someone else is not trying access your individual rights which they are not entitled to do, we need to see 2 separate documents – examples of documentary evidence are:
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|  |
| **Evidence of Identity** | **Evidence of Address** |
| * Current signed passport
* Residence permit issued by Home Office to EU Nationals on sight of own country passport
* Current UK photo card driving licence
* Current full UK driving licence (old version) – old style provisional driving licences are NOT acceptable
* Current benefit book or card or original notification letter from the Department for Work & Pensions confirming the right to benefit
* Building Industry sub-contractor’s certificate issued by the Inland Revenue
* Recent Inland Revenue tax notification
* Current firearms certificate
* Birth certificate
* Adoption certificate
* Marriage certificate
* Divorce or annulment papers
* Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL1 or SAL2 forms)
* GV3 form issued to people who want to travel in the UK but do not have a valid travel document
* Home Office letter IS KOS EX or KOS EX2
* Police registration document
* HM Forces Identity Card
 | These documents should be recent within the last 6 months and MUST contain the name and address of the person whose identity is being evidenced. |
| * Record of home visit
* Recent original utility bill or certificate from a utility company confirming the arrangement to pay for the services at a fixed addressed on prepayment terms PLEASE NOTE: mobile telephone bills or bills printed from the internet are NOT acceptable as their integrity cannot be guaranteed
* Local authority tax bill (valid for current year)
* Bank, building society or credit union statement or passbook containing current address
* Recent original mortgage statement from a recognised lender
* Current local council rent card or tenancy agreement
* Current benefit book or card or original notification letter from the Department for Work & Pensions confirming the right to benefit
* Court order

The following may be used if NOT already being used to evidence identity:* Current UK photo card driving licence
* Current full UK driving licence (old version)
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| **Should you require any further assistance with completing the application form, please contact****01226 787898**  |