

Subject Access Request Form (Data Protection ACT 1998)

If you would like to make a subject access request under the Data Protection Act 1998, please complete and return the enclosed form to the Information Compliance Officer, Brighton & Hove City Council, ICT Room, Hove Town Hall, Norton Road, Hove BN3 4AH

It would be helpful if you could provide as much detail as possible about the information you require which may include reference to:

- a date or range of dates;
- specific departments or sections within the council;
- any reference numbers given to you such as account or client numbers;
- any other information which may assist me in locating the data.

Please enclose with your request a cheque for £10 made payable to Brighton & Hove City Council to cover administration costs and a form of identification, ie a copy of your driving licence or utility bill. We will provide you with the information within 40 days of receipt of your completed form.

Please put a tick against the department(s) from which you require your personal information and fill out the personal information box below.

Under Section 7 (3) of the Data Protection Act 1998:

"a data controller is not obliged to comply with a request ... unless he is supplied with such information as he may reasonably require in order to satisfy himself as to the identity of the person making the request and to locate the information which that person seeks."

Adult Social Care (inc Community Care))	
Environment (inc City Planning, Cityclean, Public Safety, Sport & Leisure and Sustainable Transport)	
Housing, Cultural & Enterprise (inc Housing Management, Housing Strategy, Arts & Creative Industries, Pavilion, Libraries & Museums, Tourism, Arts, Major and Strategic Projects)	
Strategy & Governance (inc Legal, Human Resources, Communications, Policy)	
Children Services (inc School Support, Youth Support, Early Years, Quality & Performance)	
Finance & Resources (inc Property & Design, Audit, Financial Services, Strategic Finance & Procurement, ICT & E-Gov.)	

Personal Information (so that we can correctly identify your records)

Full Name	
Date of Birth	

Current Address	
Any other information that will help us find personal information about you? (For example you may have changed your name or changed your address. If you have a requirement to see specific information, please let us know here)	
Signed	Date

Brighton & Hove City Council is the Data Controller for the purposes of the Data Protection Act 1998. This means that Brighton & Hove City Council is responsible for making decisions about how your personal data will be processed and how it may be used.

The purpose for which your data will be processed is respond to your request for access to your personal data held by the Council

The information you provide will be treated confidentially at all times.

Security safeguards apply to both manual and computerised held data, and only relevant staff/named disclosures can access your information.

If you have any queries contact the Data Protection Officer tel: 01273 291207



Please return this form to: Information Compliance Officer, Brighton & Hove City Council, ICT Room, Hove Town Hall, Norton Road, Hove BN3 4AH