**Form A**

Request to exercise individual rights under the General Data Protection Regulation and Data Protection Act 2018

Subject to certain exemptions, you have certain rights where the Council holds any information about you (your 'personal data') about you

These rights include

* the right to rectification ( correction ) of your data,
* the right to erasure ( the right to be forgotten) ,
* the right to restrict processing and
* the right to object to processing

Where you have given consent for us to use personal information about for a specific service you can also use this form to notify us of your withdrawal of consent. *(Please note we may not be able to provide some Council services to you without your consent)*

If you wish to exercise any of these rights please complete this form carefully and return it to the County Council. If you wish to exercise your right to access your information go to [www.derbyshire.gov.uk/gdpr](http://www.derbyshire.gov.uk/gdpr) for further information.

Please note you don’t have to complete this form to exercise your rights, you can just contact us to make your request by email at [gdpr@derbyshire.gov.uk](mailto:gdpr@derbyshire.gov.uk) , in writing or verbally. However, having a completed form will enable us to respond more quickly to your request as it should, once completed, contain all the information we will need to locate your information.

The General Data Protection Regulation and the Data Protection Act 2018 means that, in certain circumstances, the Council may decide not to provide you with some personal data. For example, we will not provide personal data if we feel releasing it to you would be likely to prejudice safeguarding purposes and we may not provide you with information that identifies other individuals.

**Proof of Identity**

The Council needs to be satisfied that you are who you say you are.

Consequently, we may ask you, on receipt of your application, to provide evidence of your identity (See Section 3 of form).

If you are making this request on behalf of someone else you must provide evidence you have the right to do so (See Section 3 of form).

**Section 1**

About yourself or person you are making this request on behalf of (Please use block capitals and black ink) – this information will help us to identify the personal data that we may hold about you.

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss, Ms, Dr,Rev. etc.) |  |

|  |  |
| --- | --- |
| Surname/Family Name |  |
| First Name(s) |  |
| Maiden/Former Name(s)  (if applicable) |  |

|  |  |
| --- | --- |
| Date of Birth  (dd/mm/yyyy) |  |

|  |  |
| --- | --- |
| Home Address  (Include Postcode) |  |

This is the address to which all replies will be sent, unless you specify otherwise.

|  |  |
| --- | --- |
| **Name of person making request on behalf of data subject (if applicable)** | |
| Surname/Family Name |  |
| First Name(s) |  |
| Relationship to data subject |  |
| Preferred alternative address for correspondence (if applicable |  |

|  |  |
| --- | --- |
| Contact telephone number |  |
| Contact e mail address |  |

|  |
| --- |
| Can you let us know which Council services you have been in contact with in relation to this request, for example Adult Care, and any other information relating to request  -----------------------------------------------------------------------------------------------------------------------  \* Not mandatory but these will assist us if we need to get back in touch with you to discuss and to determine your application. |
|  |

**Section 2- Right(s) you wish to exercise**

I wish to apply to exercise the following right(s)

(Tick the request or requests that you wish to make)

|  |  |
| --- | --- |
| Rectification ( correction ) of my data |  |
| Erasure of my data ( the right to be forgotten) |  |
| Restriction of processing of my data |  |
| the right to object to processing |  |

Description of what specific action you wish in us to take in relation to your data rights

|  |
| --- |
|  |

If you are withdrawing the consent you gave the Council to use personal information about you for a specific purpose(s) in relation to services delivered by the Council please enter details here

*(Please note we may not be able to provide some Council services to you without your consent)*

I wish to withdraw the consent I have previously given in relation to using my personal data for a specific purpose (please indicate the specific purposes for which you are withdrawing your consent or state you are withdrawing your consent for all purposes where you gave consent)

|  |
| --- |
|  |

**Section 3 - Proof of identity**

Establishing Proof of Identity

If we have a verified current address for you on our systems we will contact you at that address and ask you to confirm that the request has come from yourself.

If this is not possible, we will ask for documentary evidence to verify you are who you say you are.

To help establish your identity we may ask you to provide at least two different official documents which, between them, provide sufficient information to prove your name, date of birth, current address and signature. For example, a combination of driving licence, medical card, birth/adoption certificate, passport and any other official documents e.g. utility bills, which show those details.

If you are making this request on behalf of someone else you must provide evidence you have the right to do so, e.g. letter of consent, birth certificate evidencing you have parental responsibility for a child or any other relevant legal documentation, unless you have supplied this information to us already for other purposes.

On receipt of completed form we will contact you to arrange verification of these documents.

**Section 4 - Declaration**

(To be signed by the Applicant)

The information, which I have supplied in this application, is correct, and I am the person to whom it relates/I have the right to make this request on their behalf *(delete as appropriate)*.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Warning – A person who impersonates another or attempts to impersonate another may be guilty of an offence.

Should any advice or guidance be required in completing this application, please contact:-

Data Protection Officer, Room B209, Legal Services; Matlock, Derbyshire, DE4 3AG

General advice on the GDPR and Data Protection Act 2018 can be obtained from:- The Office of the Information Commissioner, Wycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF, Tel No. 01625 545700. [www.ico.org.uk](http://www.ico.org.uk)

The information on this form will only be used to support you in exercising your rights under the Data Protection Act 2018 and will be destroyed one year after a decision on you request has been made. For further information on how Derbyshire County Council may use your personal information visit: [www.derbyshire.gov.uk/privacynotices](http://www.derbyshire.gov.uk/privacynotices)

**Please return this form once completed to:**

Data Protection Officer, Derbyshire County Council, Room B209, Legal Services; Matlock, Derbyshire, DE4 3AG