

Access to Your Information

Your Rights

You have a right under Section 7 of the Data Protection Act 1998 to be told whether any information is held about you and a right to receive a copy of that information (subject to exemptions), providing that you put your request in writing, enclose proof of your identity and explain what information you are requesting.

Please note, this type of application can take up to 40 days to process.

Devon County Council

Devon County Council may deny access to information where the Data Protection Act allows. Devon County Council is not permitted to disclose any information which identifies another person, unless that person agrees or if it is reasonable to override refusal of consent. If you think that the information you want identifies someone else, you may wish to obtain their written permission for the release of their information and enclose it with your completed application form.

The Application Form

Section 1: Asks you to give information about yourself which will help Devon County Council to confirm your identity. We have a duty to ensure that the information we hold is secure so we must be satisfied that you are who you say you are and are legally entitled to receive the information.

Section 2: Asks you to provide evidence of your identity by producing TWO official documents (which between them show your name, date of birth and current address). Photocopies are preferred. If you are requesting information about your child, we also require proof that you have parental responsibility for that child.

Section 3: You must indicate what information you are looking for, and if possible, the name of the department and/or a member of staff you have had contact with.

Section 4: Must be signed by you as the person making the request. If you are requesting information about someone else, you will need to show that you are authorised to do so.

When you have completed and checked this form, send it together with copies of the required identification to:

Devon County Council, Strategic Intelligence, Room L10, County Hall, Topsham Road, Exeter, EX2 4QD

If you have any queries about this form, or the types of identification we will accept, please contact the Information Governance Team on 01392 383027.

Section 3: Information Requested

You now need to tell us what information you would like us to look for.

To ensure that we provide you with the right information, please state below *exactly* what information you want. **Please don't just ask for "everything you hold on me".**

If you would like a copy of a particular file/document, then please state this below. Additionally, if you **do not** want particular information then please let us know.

As Devon County Council is such a large and diverse organisation, it would be helpful if you could tell us which **department** you have been dealing with, for example Children and Young People's Services, Adult and Community Services, Personnel etc and if possible, the **name** of any members of staff who have been involved in your case. Please also indicate the **date or time period** that your request relates to.

If you are requesting information about your children, please write their full name, date of birth and home address (if different from your address), in the box below.

Please write in the box exactly what information you would like to request.

Section 4: Declaration

Please indicate correct answer below

- I am the person who this request relates to
- *I am authorised to act on behalf of the person who this request relates to

***Please note**, if you are a Solicitor acting on behalf of your client or if you are a parent asking for information about your child and they are 12 years old and over, you must enclose their written authority, for the release of their information to you.

Print Your Name:

Your Signature: Date:

Before returning this form, please check that you have completed ALL the sections, have enclosed copies of TWO identification documents of yourself (plus the birth/adoption certificate or alternative for your child if applicable) and have signed and dated the application form.

Office Use Only

Date application was received:	
Who received the request?	
Application checked and legible?	Yes / No
Identification documents checked?	Yes / No
What identification was provided?	
Identification documents returned?	Yes / No / Not applicable