



Application to exercise Data Protection rights on behalf of someone else

You can use this form to exercise any of the rights under data protection laws on behalf of someone else. For more information see the [Data Protection](#) page. You can complete this form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form by email to dp@southlanarkshire.gov.uk or post it to Data Protection Officer, Administrative and Legal Services, Council HQ, Almada Street, Hamilton, ML3 0AA.

Using the information in this application

The information you give us will only be used for that purpose. We will keep all records in relation to and supporting information for your application for one year after our response has been given unless there is an ongoing dispute or issue. In that case, we will keep the records for one year after the dispute or issue has been resolved or no further action can be taken.

Part 1 – About you

Your full name

Your address

Please tell us how you want us to respond to you

☐

post

Please tell us the address if you want our response sent to a different address

☐

email

Please tell us your email address

We may not be able to email large files where you are asking for personal data under the Right of Access

The data subject's full name (this is the person you are applying on behalf of)

The data subject's address

Please give us any information about the data subject that may help us process the application – this could be their date of birth, previous names, previous addresses, relevant dates, contact names or references

Part 2 - What are you asking us to do?

Data Subject rights are explained on our website at <https://www.southlanarkshire.gov.uk/privacy>. A Data subject or someone legally empowered to do so on their behalf, can exercise a number of rights at the same time.

There are lots of departments and services in the council. Please check the boxes if you know the Service using your information. If the Service is not listed, please check the 'Other' box

- ☐ Building Standards
- ☐ Council Tax
- ☐ Economic Development
- ☐ Education
- ☐ Environmental Health
- ☐ Grounds Maintenance
- ☐ Housing Benefit
- ☐ Housing and Homelessness
- ☐ Personnel

- ☐ Planning
- ☐ Licensing
- ☐ Rent Collection
- ☐ Roads
- ☐ Social Work and Social Care
- ☐ Trading Standards
- ☐ Waste Management
- ☐ Other (please specify)

Please describe the information you are concerned about and why you want to exercise the Data Subject rights

Please tell us what you want us to do for example provide a copy, correct or stop using their personal information

If relevant, please tell us what information is and why it is incorrect or incomplete or why you object to us using their personal details

Part 3 – Identity and authority

We must be satisfied that you are who you say you are and have the power to make the request on behalf of the person concerned. Unless you are already known to us, you must produce copies (not originals) of

one form of personal identity document such as

- passport
- UK photo card driving licence
- UK driving licence (old style without photo)
- birth certificate
- HM Forces ID Card

and one Active in the Community such as

- a second personal identity document specified above
- addressed wage slip
- utility bill or certificate from a utility company for example gas, electric, telephone
- Council Tax bill
- bank/credit card statement
- mortgage statement
- tenancy agreement/rent card
- benefit notification letter from DWP
- P45/P60
- NHS Card UK providing it contains your personal address
- TV licence
- proof of working with your employer for at least 3 years

Unless otherwise stated, this must no older than 6 months and include your current name and address. Where the document is over 6 months old but is still current, it can be accepted for example your driving licence.

You must also provide proof that you have the legal power to act on behalf of the person concerned such as

- a birth certificate of the person (where it is a child under the age of 12)
- a signed mandate from the person concerned authorising you to make the application
- a power of attorney (welfare, financial or both) in your favour from the person concerned
- The court order appointing you as the guardian (welfare, financial or both) for the person concerned.

Identity

Item 1 personal identity document

Item 2 active in the community document

Legal authority

Part 4 - Contact

We may have to contact you while we are dealing with your request. How should we do this?

☐ **By post**

Please tell us the address if different to the above

☐ **By email**

Please tell us your email if different to above

☐ **By phone**

Please tell us your phone number

This information will only be used by the council in relation to the processing of your application and will not be used to contact you about any other matter.

Part 5 - Declaration of agent for the data subject

This section is only to be completed if you are acting on behalf of the data subject.

I confirm that I am acting on behalf of the data subject and have submitted proof of my identity and my authority to do so.

Signature

Date

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk