



Application to exercise your Data Protection rights

You can use this form to exercise any of your rights under data protection laws. 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 on 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

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

Part 2 - What are you asking us to do?

Your rights are explained on our website at <https://www.southlanarkshire.gov.uk/privacy>. You 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 your rights

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

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

Part 3 – Identity and authority

We must be satisfied that you are who you say you are so unless you are already known to us, you must produce copies (not originals) of:

one 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 document showing you are active in the community such as

- a second form of 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 current driving licence.

Please provide copies of two items of identification.

Identity Item 1 personal identity document

Item 2 active in the community document

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 - Data subject declaration

I certify that the information I have provided in this application form is true.

I confirm that I am the data subject

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