

Access to Personal Information/Records

Guidance notes for applying for access to your personal information/record(s)

Data Protection

- ❖ Any personal information that you provide on the Access to Personal Information/Record(s) request form may be used by Solihull MBC for the purposes of:-
 - ❑ Validating your identity;
 - ❑ Providing you with the information that you are seeking;
 - ❑ Ensuring that our records are accurate and up to date.
- ❖ In order for Solihull MBC to comply with a request for Access to Personal Information/Record(s) it may:-
 - ❑ Require you to provide proof of your identity;
 - ❑ Need to share some of the information on the request form with other departments within the Council in order to identify/locate the information that is being sought;
 - ❑ Be necessary for the Council to seek consent from any third parties who is be identified in the information being sought;
 - ❑ Be necessary for the Council to seek consent from any third parties who has provided information that is being sought.
- ❖ Once your request has been completed Solihull MBC may keep the details of your request for 3 years after the date of completion.

Applying for information/record(s)

- ❖ When completing the Access to Records Request form please use a pen or ballpoint pen and print clearly.
- ❖ If you are applying for a copy of your own personal information/record(s) please complete sections 1 and 2 of the Access to Personal Information/Record(s) request form. Please ensure that you sign section 3 before sending the form to us.
- ❖ If you are making a request on behalf of someone who is unable to make the request themselves, please complete sections 1, 2 and 4 of the Access to Personal Information/Record(s) request form. Please sign section 5. If the person whose information/record is being sought is able to do so, they should sign section 6.
- ❖ In order to help us identify/locate the information that you are seeking as quickly as possible, and avoiding the need to have to come back to you to seek more information, please provide us with as much information as you can on the request form or on a separate sheet of paper if necessary, for example:
 - ❑ Information/Record(s) being requested

please be as specific as you can by giving us the details of what information you require, the department, any reference numbers, dates, etc.
 - ❑ Additional Information

please tell us if you have been known by any other name(s) or previous addresses that you may have lived at etc.

- ❖ When you have completed the request form you can hand it into any of our offices – please mark the envelope “For the Attention of the Information Governance Team, Orchard House”, or you can send it in the post to:

The Information Governance Team
PO Box 18
Council House
Solihull
West Midlands
B91 9QS

- ❖ If you have any questions, or you require assistance please contact the Information Governance Team on 0121 704 6666

Access to Personal Information/Records Request



Section 1. Details of person whose personal information/record(s) are being requested.

Title	Mr	Mrs	Miss	Ms	Other (specify)
First Name(s)					
Family Name					
Date of Birth					
Current Address					
Contact Tel. No.					
Previous or Other Names					
Previous Addresses					

Section 2. Details of personal information/record(s) being requested

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Section 3. Declaration

IMPORTANT: If you are appointing someone else to act as your representative do not sign this declaration – please sign the declaration in section 6

I confirm that I am the person mentioned above in section 1 and I request that Solihull Metropolitan Borough Council provides me with a copy of my personal information/record(s) that I have indicated in section 2.

Signed: _____ Date: _____

Access to Personal Information/Records Request Form - Continued

Section 4. Details of person acting on behalf of the person mentioned in section 1.

Title	Mr	Mrs	Miss	Ms	Other (specify)
First Name(s)					
Family Name					
Current Address					
Contact Tel. No.					
What is your relationship to the person mentioned in section 1.					
If the person whose personal information/record(s) is being requested is unable to sign the declarations in sections 3 and 5, please give reason:					

Section 5. Representative's Declaration

WARNING – It is a criminal offence to attempt or to obtain another person's personal information by deception.

I confirm that I am the person mentioned above in section 4 and I request that Solihull Metropolitan Borough Council provides me with a copy of the personal information/record(s) for the person mentioned in section 1 that has been indicated in section 2.

Signed: _____ Date: _____

Section 6. Declaration

I confirm that I am the person mentioned above in section 1 and I request that Solihull Metropolitan Borough Council provides my representative mentioned above in section 4 with a copy of my personal information/record(s) that has been indicated in section 2.

Signed: _____ Date: _____

When you have completed this request form you can hand it into any of our offices – please make the envelope "For the Attention of the Information Governance Team, Orchard House", or you can send it in the post to:

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