



DATA PROTECTION ACT 2018

Subject Access Request Form

Personal details of data subject (please print clearly in black pen)

Surname: _____ Date of Birth: _____

Forename(s): _____

Address: _____

Postcode: _____ Tel no (incl area code): _____

E-mail address: _____

Contact details (if different from above, e.g. solicitor)

Name: _____

Address: _____

Postcode: _____ Tel no (incl area code): _____

E-mail address: _____

Details of request (please continue on a separate page if necessary)

Which Moray Council services do you wish to obtain information from?

What is the timescale required (i.e. January 2015 to August 2015)?

Additional information (anything you think will help us find the records you are looking for):

Please note any previous name or address you think may assist us in locating your records:

Checklist (have you enclosed...)

Proof of identity (a copy of at least one of the following)

Passport

Birth certificate

Driving licence

Signed _____

Date _____

Please return this completed form to:

Information Co-ordinator, Moray Council, Elgin Library, Cooper Park, Elgin, IV30 1HS.

If you have any questions then please contact us at: info@moray.gov.uk or 01343 563110.

Information about data protection can also be viewed on our website at:

http://www.moray.gov.uk/moray_standard/page_41179.html

PRIVACY NOTICE

Subject Access Requests



How we use your information

Your contact details are required in order for us to respond to your Subject Access Request as required by the Data Protection Act 2018.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand our bases in data protection law to be Article 6(1)(e) of the General Data Protection Regulation (GDPR). This is because the information is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (in this case, through the Data Protection Act 2018).

Who we share your information with

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date which improves the standard of the services we deliver. It may also be shared with other relevant Council departments where applicable.

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, Department of Work and Pensions, UK Border Agency or Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the information is held for

Your personal data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain personal data for on our website:

http://www.moray.gov.uk/moray_standard/page_92820.html (found on the Moray Council website under Section 5 of the Records Management Plan)

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. For more information about these rights please contact the Council's Data Protection Officer at info@moray.gov.uk or 01343 562633.

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.gov.uk

Website: www.ico.org.uk