

## Access to your Information

### Requesting your information

Everyone has a right under Article 15 of the General Data Protection Regulation (GDPR) to be told whether the Council holds any information about them and to receive a copy of that information, subject to exemptions. This type of request is known as a '**subject access request**'. There is no charge for this service.

Please complete this form if you wish to access the personal information about you which is held by Cambridgeshire County Council.

### This form

This form asks you to provide your contact details, details of the information you are requesting and to enclose proof of identity.

### How we will use your information

The information you give us will only be used to progress your request and for related administrative purposes. All your information is treated with respect and in accordance with the GDPR and Data Protection Act 2018.

### Asking for information about someone else

If you are asking for information on behalf of someone else, please do not complete this form.

Instead, please complete the form '**Access to Information – Form for Representatives**'.

### Please return your form, enclosing all relevant information, to:

Information Governance Team  
Strategy & Partnerships Directorate  
Cambridgeshire County Council  
Box No. SCO2306,  
Scott House,  
5 George Street,  
Huntingdon,  
PE29 3AD

T: 01223 699137





If you are currently in contact with the Council, please provide the name and contact details of the person you are in contact with.

I would like to see information relating to:

- Social care services (Children and Young People)
- Social care services (Adults)
- Education provision
- Other (please specify).....

**To ensure we provide the right information, please state below exactly what information you would like us to locate for you.**

If possible, please do not simply ask for “everything you hold on me”. If you narrow your request to the specific information which you want, this helps us provide it to you more quickly.

If you would like a copy of a particular file/document, or information about a specific event or issue then please state this below. In addition, if you **do not** want particular information, then please let us know.

Use an additional sheet if necessary.

***Section 3: How you would like to receive the information***

You have a choice of how any information which we are able to release to you is delivered to you:

I would like (tick one):

- to be sent by secure email – please provide email address in Section 1.
- to come in and collect my information, you will be asked to bring proof of Your identity upon arrival.

### **Section 4: Proof of identity**

Before we can process your request, we must establish your identity. This helps to ensure that the Council never releases information to anyone who should not have access to it.

To help establish your identity, your application must be accompanied by TWO photocopies of official documents, which between them show **name, signature, date of birth** and **current address**.

Examples include: a birth certificate/adoption certificate, driving licence, medical card, passport or any other official document which shows your name and address (eg. gas or Council Tax bill).

If you have given any other names then proof of any name changes must also be provided.

Failure to provide proofs of identity will delay your application.

I enclose photocopies of the following two proofs of my identity:

1. ....
2. ....

Please add a note here if you are unable to provide the relevant proofs.  
We will phone or write to you about this.

## **Section 5: Seeking information about yourself – Your declaration**

### **Declaration**

**I wish to see my own records** and enclose a photocopy of two forms of identification together showing my name, date of birth and address.

The information I have supplied on this form is correct to the best of my knowledge.

Signed: .....Date: .....

### **What next?**

Please return this form and the two photocopied proofs of identity to the address on the front of this form.

We will send you an acknowledgement outlining the timescale for responding to your request.

In accordance with the GDPR, the County Council has 1 month in which to respond to your request, however the Council can apply an extension of 2 further months if your request is considered to be “complex”.

Factors affecting complexity include the volume of information requested, the amount of third-party information within the requested information, and how many different locations the information has to be sourced from.

The majority of requests for Social Care information will likely be considered complex due to the extent and sensitivity of the third-party personal data contained within the information. The Information Governance Team will inform you as soon as we can if your request has been assessed as complex and will communicate the basis for the decision to you.