

Data Protection Request Form

Under the law on data protection you have a right to ask the Council to:

- Give you a copy of the personal data we hold about you.
- Correct personal data held about you which is wrong.
- Object to us using your personal data in a particular way.
- Delete your personal data.

When you ask us to do any of the above, we will normally respond within one month to let you know what we have done. There is no charge for this service.

You can use this form to ask us to do any of the above. Any information you put on this form will be used to action your request. It will not be shared for any other purpose, unless the Council is obliged to do so by law.

Help completing this form

If you would like help or advice when completing this form or you have any questions please contact the Information Governance Unit on: 0131 200 2340.

InformationRights@edinburgh.gov.uk

The City of Edinburgh Council
Information Governance Unit
2.1 Waverly Court,
4 East Market Street
Edinburgh,
EH8 8BG

To make a request

- Complete this form
- Provide proof of your **name; date of birth** and **address**

We need to see your ID so the Council only gives information to people who can see it. We are unable to process your request until we receive your ID.

Examples of ID include your driving licence, passport, birth certificate, utility bill or letter from a government agency. If you do not have any of these, please contact us.

You can send originals, good quality photocopies or scans. If you send originals we will return these to you via the Royal Mail Recorded Delivery service.

If you are filling in this form for someone else, you must either give us signed permission from them authorising you to act on their behalf or a Power of Attorney.

About you

Please provide us with information about you. This will help us to find your details on our systems and assist with your request.

First name	
Surname	
Previous or other names	
Date of birth	
Contact telephone number	
Contact email address	
Address	

What would you like us to do?

Please tick what you would like to ask us to do, or explain your request in your own words in the box below:

<input type="checkbox"/>	I would like to see what information is held about me (or someone I am representing).
<input type="checkbox"/>	I want some information corrected.
<input type="checkbox"/>	I want some information deleted.
<input type="checkbox"/>	I want to object to my information being used in a certain way.

Please tell us what about the information you are looking for, or concerned about. It would be helpful if you could give us much detail as possible, particularly which Council service(s) your request relates to.

Records of being in care

If you are asking for information about being in care, we understand that this can be difficult. If this is the case and you would like some support, please let us know and we can provide you with details of someone who can help.

How do you want to receive your information?

The Council will respond to your request in writing. We can do this by email, or through the post.

Please note, the Council will keep your personal data secure while we hold it however, we cannot guarantee its security while it is in transit.

Please tell us how you would prefer to receive your information.

<input type="checkbox"/>	I would like you to send my information in the post (using Royal Mail recorded delivery).
<input type="checkbox"/>	I would like you to email me my information.
<input type="checkbox"/>	I would like to collect my information from the Council's office at Waverley Court, Edinburgh, when it is ready.

Declaration

I confirm that I would like to make the above information request to the City of Edinburgh Council. I understand that it is an offence to impersonate another person.

Signed:		Date:	
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You can email or post this form, with your proof of name, address, and date of birth to the address overleaf