



Penallta House  
Tredomen Park  
Ystrad Mynach  
Hengoed  
CF82 7PG

Tŷ Penallta  
Parc Tredomen  
Ystrad Mynach  
Hengoed  
CF82 7PG

**Head of Information,  
Communications &  
Technology Services  
Philip Evans C.P.F.A.**

**Pennaeth Gwasanaethau  
Gwybodaeth, Cyfathrebu  
a Thechnoleg  
Philip Evans C.P.F.A.**

Your Ref/Eich Cyf:

Our Ref/Ein Cyf:

Contact/Cyslltwch â:

Telephone/ Ffôn:

E Mail/E Bost:

Date/Dyddiad:

Corporate Information Unit

01443 864320

[foi@carphilly.gov.uk](mailto:foi@carphilly.gov.uk)

Dear Sir / Madam,

### **SUBJECT ACCESS REQUEST – DATA PROTECTION ACT**

A subject access request is a request by an individual for information about himself or herself held by an organisation. If you have any queries in relation to making a request, please contact the Corporate Information Unit who will be happy to assist.

In order to process your request we will require you to complete the attached Subject Access Request form, pay a fee of £10 and provide us with two forms of identification. When completing the Subject Access Request form please provide as much detail as possible in order for us to locate the information required.

Payment can be made by cheque or postal order. If you would prefer to pay by cash it is advisable not to send cash by post but to attend one of Council's cash offices. You can find your nearest cash office by checking the Council's website or by telephoning 01443 864913.

We require two forms of original identification to process your request, one should include your current address e.g. a utility bill, and one should include your signature e.g. driving license or passport. To ensure security of your documents we recommend that you use a mail service with protection for valuables. Alternatively you can deliver your documents and payment to the Penallta House offices by appointment. **Please telephone 01443 864320 for an appointment.**

The Council undertakes to ensure that the personal information it received is stored and processed in accordance with the Data Protection Act 1998. The Council will respond to your Subject Access Request within 40 days from receipt of the fee and appropriate identification.

Yours sincerely,

**Corporate Information Unit  
Caerphilly county borough council**

**Director of Corporate Services: Nigel Barnett  
Cyfarwyddwr Gwasanaethau Corfforaethol: Nigel Barnett**

Correspondence may be in any language or format • Gallwch ohedu mewn unrhyw iaith neu fformat  
[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)



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## DATA PROTECTION ACT 1998 - SUBJECT ACCESS REQUEST FORM

The Council undertakes to ensure that all the personal information that it receives is stored and processed, in accordance with the Data Protection Act 1998. The Council will respond to your Subject Access Request within 40 days from receipt of the fee and the completed Subject Access Request form. This form is available in Welsh, braille and in other languages or formats on request.

### Section 1 Details of the Data Subject

Please complete all of this section.

<b>Title:</b>	<input type="text" value="Mr/Miss/Mrs/Ms or other"/>
<b>Forename:</b>	<input type="text"/>
<b>Surname:</b>	<input type="text"/>
<b>Any Other Name:</b>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>Previous Address:</b>	<input type="text"/>
<b>Home Telephone No:</b>	<input type="text"/>
<b>E-Mail Address:</b>	<input type="text"/>
<b>Fax Number:</b>	<input type="text"/>

## Section 2 Are you the Data Subject?

**YES**

If you are the Data Subject, please supply two original forms of identification. One of these should include your current address e.g. a utility bill, and one should include your signature e.g. driving license, passport. To ensure security of your ID, we recommend that you use a mail service with protection for valuables or hand deliver your ID to the Council offices.

**Please  
go to  
Section 4**

**NO**

If you are acting on behalf of the Data Subject, we require signed authority from the Data Subject to this effect, along with two forms of identification for the Data Subject, as described above.

If you are not acting with the written authority of the Data Subject, we require evidence that the Data Subject is not capable of giving that authority, along with two forms of identification (as listed above) for the Data Subject, and evidence of your own authority for acting for the Data Subject.

**Please  
complete  
Section 3**

## Section 3 Details of the person making the request (if different to Section 1)

**Full Name:**

**Address:**

**Previous Address:**

(if you have moved  
within the last 3 years)

**Home Telephone No:**

**E-Mail Address:**

**Fax Number:**

**Please describe your relationship to the Data Subject, which leads you to make this request for information on their behalf:**

## Section 4 Your request

**Please describe below what information you require:**

To enable us to retrieve the information, please provide us with as much of the following information as you can:-

**Names of any member of staff that you have contacted in the Authority:**

**Any reference numbers that might be relevant:**

**Any dates that might be relevant:**

**Any other information that might be relevant to this enquiry:**

## Declaration

To be completed by all applicants. Please note that any attempt to mislead Caerphilly County Borough Council may result in prosecution.

I, ....., certify that the information given on the Subject Access Request form to Caerphilly County Borough Council is true. I understand that it is necessary for Caerphilly County Borough Council to confirm the Data Subject's identity and approval of this application, and it may be necessary to obtain more detailed information in order to locate the correct information. I also understand that Caerphilly County Borough Council may need to contact third parties who may be affected by disclosure of information.

Signature: .....

Date: .....

**In accordance with the Data Protection Act 1998, Caerphilly County Borough Council charges a fee of £10 for each Subject Access Request application.**

**Note:** The period of 40 days in which the Council must respond to this request will not commence until sufficient background information, identification, and the fee have been provided.

## Documents which must accompany this application

The documents which must accompany this application are as follows:-

- (a) two original forms of identification. One of these should include your current address e.g. a utility bill, and one should include your signature e.g. driving license, passport.
- (b) evidence and authority for you to act on behalf of the Data Subject (where applicable) and proof of identity, as described on page 2 of this form;
- (c) the fee of £10 (cheques to be made payable to Caerphilly County Borough Council).

**To ensure security of your ID, we recommend that you use a mail service with protection for valuables. Alternatively you can deliver your documents in person via appointment. Please telephone 01443 864320 for an appointment.**

## Returning this form

This form must be completed and returned to:

Corporate Information Unit  
Caerphilly County Borough Council  
Penallta House  
Tredomen Park  
Ystrad Mynach  
Hengoed  
CF82 7PG

## For office use only

Date SAR received:	Receiving Officer:
SAR ref number:	Cheque/Postal Order No.: