Exercising Your Rights

Rectifying your information

Section 1 - Your details (Please note it is an offence to impersonate another individual)

First Name(s)
Surname
Previous names (if applicable)
Date of birth (dd/mm/yyyy)
Daytime telephone number(s)
Email address
Address

Postcode

If you have lived at this address for less than 2 years, please provide any previous addresses below.

Are you requesting information about yourself? Yes ☐ No ☐

Section 2 - Your request

To make sure we understand your request, please tell us which records you believe to be factually inaccurate or incomplete.

- Please tell us where you think this information is held,
- Please tell us what part of the record you believe to be inaccurate or incomplete,
- Please tell us exactly what you want to change or add,
- Please provide any further information that you think may help with your request.

Section 3 - What we need from you

For all requests, we will need documentary proof that you are who you say you are (this is for security reasons to ensure we are dealing with you and that none of your personal information is accessed or interfered with by anyone else falsely claiming to be you)

Please make sure you provide at least two forms of identification. We can accept a copy of a passport, driving license, utility bill, council tax bill or bank statement showing your full name and current postal address.

On receipt of your request, we will send you a written acknowledgment. In some circumstances we may also ask for additional information if necessary.

If your request is for your child under the age of 13, we will require proof of parental responsibility. If your child is over the age of 13 then we require explicit signed consent allowing you access to their information.

Section 4 - How to evidence parental responsibility

The following would be accepted as proof of parental responsibility;

- birth certificate
- court order
- adoption record
- Special Guardianship Order (SGO)

Section 5 - How to provide evidence

You can send scanned copies of your ID/consent/parental responsibility to our email address **dpa.officer@stockport.gov.uk** or post to:

Information Governance Team
Lower Ground Floor
Stopford House
Piccadilly
Stockport
SK1 3XE

Section 6 - Declaration of the Data Subject

I confirm that I am the data subject named and I am requesting information relating to my own personal data. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested.

Sign Date

Section 7 - Declaration of the Data Subject for agent to act on their behalf (if applicable)

I confirm that I am the data subject. I give permission for the person or organisation named below to act on my behalf in relation to my request. I have enclosed the evidence of my identity and confirm that I want my personal data to be sent to my representative at the address below. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested.

Sign Date

Name of agent
Relationship to Data Subject
Address

Postcode
Email address

Section 8 - Our response

We aim to respond to your request without undue delay and no later than one calendar month counted from the first working day after we are in receipt of your request, and:

- proof of your identity, and
- any further information (where we have requested this from you) we need to process your request and/or locate and retrieve your personal information.

Where it is not possible to respond sooner and the last day before expiry of one calendar month falls over a weekend or on a bank holiday, the latest due date will be treated as the first working day after the weekend or bank holiday.

We will always try to reply to you as quickly as we can. If your request is complex, we may need to extend the length of time required to respond. If this applies, we will let you know before you expect to hear back from us. The law says we can extend the length of time to respond by a maximum of a further two calendar months.

For SMBC use only

Date Received

Data Valid

Due Date

Receiving Officer

Service Area

Head of Service