

Subject Access - Requesting another adult's personal information

People have the right to ask us if we are using or storing their personal information. They can also ask us for copies of their personal information. This is the right of access, known as making a [subject access request](#) or SAR.

An individual may ask a third party (eg a relative, friend or solicitor) to make a SAR on their behalf. For this request to be valid the representative needs to prove they are able to act on behalf of the individual. It is their responsibility to provide evidence of their authority.

Evidence of entitlement to act on behalf of the data subject might include:

- Power of Attorney/Court of Protection Order
- Written Consent of the Data Subject
- A best interests' decision by a professional working with the data subject

If there is no evidence that a third party can act on behalf of the data subject, we are not required to complete the SAR.

We may discuss with the data subject any information which is sensitive. If they agree it is sensitive, we may send the response to them rather than to the third-party requester. The data subject can choose to share the information with the third party after reviewing it.

Sometimes an individual does not have the mental ability to manage their own affairs. The professional working with them can do a mental capacity assessment. This will help the professional make a best interest's decision.

Making a request

To make a request for information about another adult, you'll need to provide:

- your full name and address
- your telephone number and email address
- the data subject's name, date of birth and contact details
- proof of your identity (e.g., passport, full or driving license or birth certificate)
- proof of identity of the data subject (e.g., passport, driving license or birth certificate)



Essex County Council

- a description of the information you want to access. The information you give us will help us process your request quicker.
- proof you have the legal right or consent of the data subject to request the information on their behalf

You might find it helpful to use our [request form](#)

Send all this information to the Transparency Team at:

Email: transparencyteam@essex.gov.uk

Post: Transparency Team. PO Box 11 County Hall. Chelmsford. Essex. CM1 1LX

Telephone: 033301 39853

If you're unhappy with our response you can contact our Data Protection Officer.

Email: DPO@essex.gov.uk

Telephone: 0345 743 0430 (ask to speak to the Information Governance Team)

You can also speak to the [Information Commissioner's Office \(ICO\)](#) about your complaint. You can also [find out more about access requests](#) on the ICO website.

You can see why and how we use personal information on [Your privacy pages](#).