



DATA PROTECTION ACT 2018

Subject Access Requests – Guidance for Applicants

Under the Article 12(6) of the GDPR if the council is unsure about your identity it can seek additional information to confirm you are the data subject. Please note that:

- additional documentation is only required when the council cannot verify your identity using internal council systems that relate to the service you are requesting information about;
- the council will contact you for this documentation prior to processing your request;
- the statutory deadline for responding to your request will start when you have provided the additional documentation;
- failure to provide additional documentation may lead to the council rejecting your request.

If the information you are seeking predates a change of name you will be required to provide evidence to support this i.e. marriage certificate, or deed poll.

Identity

The council will accept ONE of the following as proof of your identity:

- Adoption Certificate [UK]
- EU National Identity Card
- HM Forces ID Card [UK]
- Passport [any nationality]
- Personnel Number [Former CCC Employees Only]
- Travel Documents [Home Office or certificate of naturalisation or registration or Home Office standard acknowledgement Letter (SAL)]
- UK Birth Certificate [full or short form acceptable]
- Photocard Driving Licence [UK]

Address

The council will accept ONE of the following as proof of your address, provided that the document contains your current home address:

- financial statement e.g. bank, building society, credit or store card*
- benefit statement e.g. child allowance*
- utility bill e.g. electricity, gas, water, telephone, mobile phone*
- council tax statement (UK)**
- TV licence**

* Documents should be less than three months old

** Issued within past 12 months

Please note: Original copies are usually required. However, certified copies may be supplied bearing the professional contact details of a solicitor or GP signing the copies. Certified copies should bear the wording “I certify I have seen the original and this is a true copy” and should be signed and dated by the person witnessing the originals.

Sending Documents

Documents should be marked ‘Private and Confidential – Information Governance Team ONLY’ and posted to:

Information Governance Team
Cumbria County Council
1st Floor – Cumbria House
117 Botchergate
Carlisle
Cumbria
CA1 1RD

Disclaimer

Cumbria County Council does not keep copies of your documents. All documentation is returned to applicants by recorded delivery, postal addresses are checked prior to posting and therefore no liability is accepted for losses that occur during transit.