

Application for personal information

Data Protection Act 1998

The Data Protection Act 1998 provides individuals with rights around the personal information held about them.

If you think Active Knowsley holds information on you or someone you are acting on behalf of you can request a copy of the following:

- A copy of the information held about you or someone you are acting on behalf of
- A description of the information being processed
- The purposes the information is being processed
- A list of recipients who the information are/may be disclosed
- An explanation of any codes which are used

The details you give on this form will be shown to staff dealing with your request and will be used to confirm your identity and locate the requested information. It may also be used for statistical and monitoring purposes.

As noted on part 4 of the form you also need to send in evidence of ID and fee of £10.

We will try to respond to your request as soon as possible which should be within 40 days from receipt of this form and its required documentation.

Please send this completed form to the address below. Please note that you do not have to fill out this form, you can also request the information by writing to us but using the form may make the process quicker as it ensure we have the information we need to aid the request:

Customer Care Team

Knowsley Leisure & Culture Park
Longview Drive
Huyton
Merseyside
L36 6EG

When dealing with your request it may be that you are not entitled to all the information, for example, if a third party is mentioned within your records it may be necessary to get their consent to show their information to you. If this is not possible, for whatever reason, then the information will be redacted (blacked out) from your copy of the information so that you cannot see it.

Please note: If you are a parent requesting for information on behalf of your child who is over the age of 12 then you will generally need to provide proof of consent from your child before this information can be provided. If this is the case then please complete part 3 and 4 of the form. If you require further clarification on this matter please call the Customer Care Team on 0151 443 2200.

Part 1 – Whose information?

I would like to see information about:

| | | |
|---------------------|--|------------------------|
| Myself | | complete Parts 2 and 4 |
| Someone else | | complete Parts 3 and 4 |

Part 2 – Request for information about myself

Please note that the fields marked with an asterisk * are required. The other fields are optional and therefore not essential for us to process your application but they may help us find the information more quickly or make it easier to contact you if additional information is required.

| | |
|--|--|
| *Surname: | |
| Name at Birth (if applicable): | |
| Title (Mr/Mrs/Dr/Ms/Miss/Other): | |
| *Forename(s): | |
| Date of birth: | |
| *Address: | |
| *Postcode: | |
| Contact Telephone number: | |
| Email address: | |
| If you have lived at the above address for less than 3 years please provide previous address: | |
| *What information? Please give us as much information as you can to help us find your records quickly. Tell us what information you would like to see. | |
| If you require CCTV footage please complete all the following fields marked with an asterisk *. The other fields are optional and therefore not required but may help us find your footage more quickly: | |
| *Please give as much detail as you can that would help locate the footage required including a description of what you were wearing when believed to have been recorded on CCTV, location, car details if applicable etc: | |
| *Date of requested footage: | |

| | |
|--|--|
| *Estimated Time of requested footage: | |
| *Location of requested footage: | |
| <p>As part of this application you will need to provide confirmation of your identity. If you are requesting CCTV footage this will need to include photographic ID. If there are any significant differences between this photograph and your appearance on the CCTV for example different coloured hair, please indicate below:</p> | |
| <p>Please note that once the footage has been found the copy of the photographic ID provided will be securely destroyed.</p> | |

Part 3 – Request for information about someone else

Please Note – we will require written authority from the person you are requesting information about, including a signature or other legal documentation (for example parental rights or power of attorney) to confirm this request. You will also need to include evidence of your identity and that of the person you are requesting information about.

Person who the information is about

Please note that the fields marked with an asterisk * are required. The other fields are optional and therefore not essential for us to process this application but they may help us find the information more quickly.

| | |
|---|--|
| *Surname: | |
| Previous name (if applicable): | |
| Title (Mr/Mrs/Dr/Ms/Other): | |
| *Forename(s): | |
| Date of birth: | |
| *Address: | |
| *Postcode: | |
| Contact Telephone number: | |
| Email address: | |
| If they have lived at the above address for less than 3 years please provide previous address: | |
| | |

***What information?** Please give us as much information as you can to help us find the records quickly. Tell us what information you would like to see

If you require CCTV footage please complete all the following fields marked with an asterisk *. The optional fields are not required but may help us find your footage more quickly:

***Please give as much details as you can that would help locate the footage required including a description of what the person who you are acting on behalf of was wearing when believed to have been caught on CCTV, location, car details if applicable etc:**

***Date of requested footage:**

***Estimated Time of requested footage:**

***Location of requested footage:**

As part of this application you will need to provide confirmation of the identity of the person you are acting on behalf of, if you are requesting CCTV footage this will need to include photographic ID.

If there are any significant differences between this photographic ID and the appearance of the person you are acting on behalf of on the CCTV footage for example different coloured hair, please indicate below:

Please note that once the footage has been found the copy of the photographic ID provided will be securely destroyed.

Your details

Full Name:

Address:

Postcode:

Telephone number:

What is your relationship with the person you are requesting information about that leads you to make this request?

Part 4 – Declaration and documentation (to be completed by all applicants)

I confirm that *I am / I am acting on behalf of the above person. I certify that the information given on this access to personal information form is true. I understand that it is necessary for Active Knowsley to confirm *my identity/my identity and that of the person I am requesting information about and it may also be necessary to obtain more information in order to locate the correct information.

(* delete as appropriate)

Print name: _____

Signature: _____

Date: _____

Please provide the following, when returning this form:

1. Evidence of your identity including proof of current address (Please provide 2 forms of identity for example a photocopy of your passport and utility bill from the last three months. If you are requesting CCTV footage one of these will need to be a photographic ID e.g. driving licence or passport);
2. Evidence of the identity of the person you are requesting information about, including proof of current address if different from 1 above. As set out above if you are requesting CCTV footage a copy of photographic ID is required e.g. driving licence or passport;
3. Signed written authority (if acting on someone's behalf);
4. Statutory fee of £10, this can be paid via the reception of one of our centres.

Copies of proofs of identity will be accepted if posted but we reserve the right to have sight of original documentation.

Please note that any attempt to obtain personal information unlawfully may lead to prosecution. If you are not the subject of the information or lawfully acting on behalf of the subject of the information but are attempting to gain access to information that you are not entitled, you will be in breach of Section 55 of the Data Protection Act 1998.

For official use only

Enquiry number

Date received