

# ACCESS TO YOUR PERSONAL INFORMATION

Perth and Kinross Council – Information Compliance Section



Subject to certain exceptions, you have the right to have access to the personal information that Perth & Kinross Council holds about you. To do this, the Council needs to be clear about who you are, and what information you are seeking.

To make an application, please provide the details below. You do not have to use this form, but if you do not, please ensure that all necessary information requested on this form is provided to the Council via alternative means (such as email).

***If you are seeking your child's Pupil Progress Report (PPR), you can ask the school directly for this information. However, if you wish to request this information from the Council rather than the school, you can fill in this form. This information should be provided to you within 15 school days.***

## 1. YOUR DETAILS

*(Please note - if you are filling in this form for someone else, you must either give us signed permission from them authorising you to act on their behalf (see example A on page 3) or provide proof of Power of Attorney / Guardianship.)*

**SURNAME:**

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**FORENAME (S):**

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**DATE OF BIRTH:**

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**TELEPHONE NO:**

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**CURRENT  
ADDRESS:**

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**PREVIOUS  
ADDRESS  
(if relevant):**

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**EMAIL ADDRESS FOR CORRESPONDENCE:**

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## 2. THE INFORMATION YOU REQUIRE

- |                    |                          |                 |                          |                                      |                          |
|--------------------|--------------------------|-----------------|--------------------------|--------------------------------------|--------------------------|
| Housing            | <input type="checkbox"/> | Council Tax     | <input type="checkbox"/> | Adult Social Work / Social Care      | <input type="checkbox"/> |
| Benefits / Reviews | <input type="checkbox"/> | Licensing       | <input type="checkbox"/> | Children's Social Work / Social Care | <input type="checkbox"/> |
| Education          | <input type="checkbox"/> | Human Resources | <input type="checkbox"/> | Other                                | <input type="checkbox"/> |

Please provide as much detail as possible to help us locate the information you require (e.g. reference numbers, dates, names etc.)

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## 3. PROOF OF IDENTITY

Please provide two pieces of identification, one from list A and one from List B. Please do not send originals. If you are filling in this form for somebody else, we also need to see evidence of your identity.

### LIST A

- Passport / Travel Document
- Photo Driving Licence
- Birth Certificate

### LIST B

- A letter sent to you by the Council
- Utility bill showing current home address
- Bank statement or Building Society Book

## 4. SUBMITTING YOUR REQUEST

Please send the completed form and copy of identification documents to:

Freedom of Information Team  
Perth & Kinross Council  
2 High Street  
PERTH  
PH1 5PH

The Information Compliance Team can be contacted on 01738 477933 or by email at [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk)

You will usually receive a response to your request within a month.

## 5. DECLARATION

I declare that, to the best of my knowledge, the information I have provided on this form is correct.

Signature:

Name in Capitals:

Date:

*Example A - Sample Wording granting permission for another person to act on your behalf*

*"I hereby authorise Perth & Kinross Council to provide [insert name] with information about me as detailed in my request dated [insert date]"*

### **HOW WE USE YOUR PERSONAL INFORMATION**

The information provided by you will be used by Perth & Kinross Council to process your subject access request. Your details will be passed to the Council Services who may hold information about you, to allow them to correctly identify and retrieve your information. The information will not be disclosed to third parties unless you have specifically asked us to (e.g. a solicitor, family member or organisation acting on your behalf).

For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection); email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933.