

Personal data request form



Falkirk Council

Please use this form to ask for **information about yourself** under **Data Protection Legislation**. This is known as a “subject access request”.

If you want to ask for information under the **Freedom of Information (Scotland) Act 2002** or **environmental information** under the **Environmental Information (Scotland) Regulations 2004**, please use the Information Request Form.

Applicant Details: (Please print clearly in pen)

Surname: _____ First Name(s): _____

Address: _____

Postcode: _____

Date of birth: _____ (It helps us to have this so we can locate your information more easily)

Phone: _____

Email: _____

We are not able to respond to requests which ask for “*all information the Council holds on me*”. Please be as specific as you can about the information you are looking for and, if possible, give details of which part of the Council holds it.

Please also enclose proof of identity, eg copy of passport or driving licence. If you do not have this, please contact us to discuss alternatives.

Proof of identify enclosed

Signed: _____ Date: _____

A broad outline of the areas covered by Council Services is on page 2. Please return your completed form, along with proof of identity, to the appropriate Service most relevant to your enquiry. If you are not sure where best to send it, please contact us at data.protection@falkirk.gov.uk.

We have one month to respond to your request, which we can extend by a further 2 months if your request is complex or if we have received a number of requests from you. There are exemptions in legislation which mean that we do not need to comply with all, or part of, your request.

Your privacy is important to us. You can find out how we deal with your personal information at <http://www.falkirk.gov.uk/privacy/council-democracy/information-requests.aspx>

<p>Children’s Services – Education: Pre-5’s, primary, secondary and special schools, psychological services, new community schools, adult returners, Higher Still links with Falkirk College, community planning.</p>	<p>Children’s Services – Education Division Sealock House 2 Inchyra Road Grangemouth FK3 9XB</p>
<p>Children’s Services – Social Work: Adoption and fostering, child protection services, children with disabilities, children and families, criminal justice, looked after children, residential services, youth justice.</p>	<p>Children’s Services – Social Work Division Sealock House 2 Inchyra Road Grangemouth FK3 9XB</p>
<p>Corporate & Housing Services – Finance: Financial strategy and administration, revenue and capital budgeting, internal audit, treasury management, insurance, collection of rents, council tax and local rates, benefit administration and pensions.</p>	<p>Corporate & Housing – Finance Division Municipal Buildings West Bridge Street Falkirk FK1 5RS</p>
<p>Corporate & Housing Services – Governance: Legal services, democratic services, election management, elected members, decentralisation of decision-making (including Community Councils), registration, licensing and Printworks.</p>	<p>Corporate & Housing – Governance Division Municipal Buildings West Bridge Street Falkirk FK1 5RS</p>
<p>Corporate & Housing Services – Corporate: Business Transformation, Customer First, risk management, health and safety, organisational development and payroll and policy and ICT improvement.</p>	<p>Corporate & Housing – HR and Business Transformation Municipal Buildings West Bridge Street Falkirk FK1 5RS</p>
<p>Corporate & Housing Services – Neighbourhood: Housing management services (including tenant participation, allocations, mediation, homelessness, housing investment policy) and partnership work.</p>	<p>Corporate & Housing – Neighbourhood Division Municipal Buildings West Bridge Street Falkirk FK1 5RS</p>
<p>Development Services: Building design, climate change, roads, flooding, building standards, planning, environment, transport planning, environmental health, food safety, asset management, trading standards, bereavements, estates management, fleet services, parks and play services, waste services, economic development and Business Gateway and employment and training.</p>	<p>Development Services Abbotsford House David’s Loan Falkirk FK2 7YZ</p>
<p>Falkirk Community Trust: Arts, heritage, libraries, fitness, sport, parks, outdoors and summer events.</p>	<p>Suite 1a The Falkirk Stadium 4 Stadium Way Falkirk FK2 9EE</p>
<p>Health & Social Care Integration – Adult Care Services: Adult Protection, care homes, community care, day centres, homecare, joint loan equipment service (JLES), learning disabilities, mobile emergency care service (MECS), mental health and residential care homes.</p>	<p>Adult Services Denny Town House 23 Glasgow Road Denny FK6 5DL</p>