

## Exercise of Rights Form

Middlesbrough Council requires you to provide sufficient information in order to process your request. Please answer the following questions in as much detail as possible.

<b>Section 1 – Subject of the request (Data subject)</b>	
Title: (Mr / Mrs / Miss / Ms / Other)	
Forename:	
Surname:	
Address:	
Date of Birth:	Daytime Tel. No:
Are you the person who the information is about?	
<input type="checkbox"/> Yes – move on to section 3. <input type="checkbox"/> No – please complete section 2.	

<b>Section 2 - Requestor details (Acting on the Data Subjects behalf)</b>
Title: (Mr / Mrs / Miss / Ms / Other)
Forename:
Surname:
Organisation Name: (if relevant)
Address:
Daytime Tel. No:
Relationship with the data subject (e.g. parent/relative/solicitor):

### Section 3 – Details of the request

Please inform us which right you would like to express.

- |  |   |
|--|---|
| <input type="checkbox"/> Right to Erasure          | <input type="checkbox"/> Right to Object  |
| <input type="checkbox"/> Right to Restriction      | <input type="checkbox"/> Right to Rectification   |
| <input type="checkbox"/> Right to Data Portability | <input type="checkbox"/> Rights relating to automated decision making including profiling |

Please inform us which service area your request is for from the drop-down list?

Choose an item.

Where you have selected the option Other – please specify which service your request relates to.

Provide a description of the data that your request relates to. Please provide as much detail as possible to help Middlesbrough Council deal with the request. Remember to include any account/reference numbers if known, and the names of any staff/service areas you have dealt with. If your request is about a specific document, or information from a certain period of time please confirm this as it may reduce the time required for the Council to respond to you:

#### Section 4 – Proof of ID and Authority

**ID:** We may ask you for proof of identify. Should this be the case, details of accepted ID are attached. If you are requesting information on behalf of someone who lacks mental capacity, please include your own ID instead of theirs.

**Authority:** If you are making a request on behalf of another person, you must evidence that you have authority to do so. This may be the full birth certificate for a child to show you are their parent, a signed letter of consent from the subject or Power of Attorney documentation for someone who cannot make the request themselves. Please provide copies of ID and authority with your application (do not send originals)

#### Section 5 – Declaration and Privacy Notice

I confirm that the information given on this form is correct to the best of my knowledge. I understand that unlawfully obtaining information is an offence under section 170 of the Data Protection Act 2018.

Please use the link below to see how Middlesbrough Council processes your personal information

<https://www.middlesbrough.gov.uk/open-data-foi-and-have-your-say/data-protection>

**Requester Signature (when returning the form by post):**

**Print Name:**

**Date:**

Please note that it may be necessary for Middlesbrough Council to contact you for more information to help locate the records requested.

**Please return this form and all the necessary documentation to:**

FOI  
2<sup>nd</sup> Floor  
Civic Centre  
Middlesbrough  
PO BOX 500  
TS1 9FT

Or alternatively by email to: [foi@middlesbrough.gov.uk](mailto:foi@middlesbrough.gov.uk)

**This section is to be completed by Middlesbrough Council**

**Date Responded:**

**Actions:**

## Examples of Accepted ID

Please supply one document from each category

<b>Category 1: Personal Identity Documents</b>	
Current signed passport	Residence permit issued by Home Office to EU Nationals on sight of own country passport
Current UK photo card driving licence	Current full UK driving licence
Current benefit book or card or original notification letter from the Department for Work & Pensions confirming the right to benefit	Building industry sub-contractor's certificate issued by the Inland Revenue
Recent Inland Revenue tax notification	Current firearms certificate
Birth Certificate	Adoption certificate
Marriage Certificate	Divorce or annulment papers
Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL 1 or SAL2 forms);	GV3 form issued to people who want to travel in the UK but do not have a valid travel document
Home Office letter IS KOS EX or KOS EX2	Police registration document
HM Forces Identity Card	

<b>Category 2: Active in the Community Documents</b>	
"Active in the Community" documents should be recent (at least one should be within the last six months unless there is a good reason why not) and should contain the name and address of the person.	
Utility bill or certificate from a utility company confirming arrangement to pay for services	Confirmation from an Electoral Register search that a person of that name lives at that address
Local authority tax bill (valid for current year)	Current UK photo card driving licence (if not used for evidence of name)
Current full UK driving licence (old version) (if not used for evidence of name)	Bank, building society or credit union statement or passbook containing current address
Recent original mortgage statement from a recognised lender	Current local council rent card or tenancy agreement
Current benefit book or card or original notification letter from the Department for	Court order

Work & Pensions confirming the rights to benefit	
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