**Form B**

Request to exercise individual rights under the General Data Protection Regulation and Data Protection Act 2018

**Section 5 - Decision- how the Council will consider your request**

***(Council Use only)***

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| To be completed by Council officer considering the request |
| Officer’s Name  |  |
| Post |  |
| Service/Team |  |
| Department |  |

Actions required are listed below-

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| --- |
| **Checklist for Request** |
| Date request received (dd/mm/yyyy) |  |
| Date request form reviewed and any issues clarified with requester(dd/mm/yyyy) |  |
| Date identity of requester verified(dd/mm/yyyy) |  |
| Exceptions to right considered? Yes/No (If you are uncertain as to whether the request should be agreed or not than you should take advice from Access to Information Officer, Legal Services) |  |

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| --- |
| Referred for further advice – date and details (if applicable) |
|  |
| Receipt of further advice and nature of advice given – date and details (if applicable) |
|  |
| Decision on request; accepted/declined/accepted in part ( specify), with reasons and date |
|  |

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| --- | --- |
| Date data subject notified of decision (and appeal rights if appropriate)(dd/mm/yyyy) |  |
| Date of request being complied with(dd/mm/yyyy) |  |

**Additional Guidance:**

* If a data subject is dissatisfied with a decision made they should be notified of the Council’s Complaint procedures [www.derbyshire.gov.uk/complaints](http://www.derbyshire.gov.uk/complaints)
* Strict time limits apply to responding to these request so you must not delay in considering an application.
* Normally a response must be made within one month of the request being made.
* If it is going to take longer than this to take a decision, or to action the request, then the data subject must be informed accordingly.