



# Right of Access Request – Data Protection Act 2018

## **Guide 2** How to prove your identity

Everyone asking for access to personal information must show the Trust proof of their identity and/ or that they are allowed to make the request on behalf of someone else, before we...

▶ ...Confirm or deny that we have personal information

This may, in itself, disclose information, e.g. telling you a person is on a Trust system tells you that we are providing care, or have done.

▶ ...Talk to you about a request

This may lead to the disclosure of personal information

▶ ...Disclose personal information in response to a request

The Trust does not have to respond until it is certain of the requester's identity and/ or their legal power to access information on behalf of someone else.

Checking your identity is a simple process. Please see below for further information on how the Trust does this.

### 1. Requests for **your own** personal information:

We will require copies of **two identity** documents prior to releasing any personal data (please turn over to see the list of documents we accept)

One with **name and address**, and

One with **name and signature**

### 2. Requests for personal information made on **behalf of someone else**:

The evidence required depends on the circumstances:

If the other person...

...you must complete the relevant sections in Form 2 and provide:

▶ Has given permission (i.e. provided consent):

One document containing the name and address of the other person

▶ Lacks the mental capacity to make a request:

Proof of the authority you are relying on to make the request of their behalf.

▶	Is a child you consider lacks sufficient maturity to understand the request:	Evidence of parental responsibility, e.g. evidence the child lives with you, e.g. (child benefit payments)
▶	Evidence of identity must be provided by giving copies of the documents to the Trust or providing originals to check if collecting the information in person	

We accept copies of the following documents as proof of identity...					
	Current valid passport		Driving license (full or provisional)		Recent paid utility bill in applicants name*
	Birth/ Marriage Certificate		Pay slips from current/ most recent employer*		Bank Statements*
	Benefit award letters		National Identity Card		P45 or P60
	UK residential permit and/ or Home Office acknowledgment letter		Certificate of employment in HM Forces/ Navy		Letter from a solicitor, social worker or probation officer
<b>*Within the last three months</b>					

Please return ID to...
<p>Right of Access Requests, Records Department Trust Headquarters Unit 1, B1, 50 Summer Hill Road Birmingham B1 3RB</p>
<p>Or email; <a href="mailto:bsmhft.informationrequests@nhs.net">bsmhft.informationrequests@nhs.net</a></p>
<p><b>Other Formats:</b> To receive this information in another format please contact- PALS on 0800 95 30 045</p>