

Data Protection Requests – Kingston Council

The Data Protection Act 1998 is designed to protect personal data about living individuals (data subjects). The act also places obligations on those organisations that process personal data (data controllers). As a data controller, the Royal Borough of Kingston is committed to complying with the legislation by applying the principles of good information handling across all its services.

Under the Data Protection Act you have the right:

- to ask Kingston Council if it holds personal information about you
- to ask what purposes the council uses it for and the organisations to whom it is disclosed
- to be given a copy of the information
- to ask for incorrect data to be corrected
- to ask the council not to use the personal information about you for direct marketing
- to ask the council not to process personal data which is likely to cause damage or distress

Making a Request

If you would like to make a request please [read the guidance](#) first. It will explain what you need to provide to us, the fee associated with the subject access request and some things to think about when making your request.

Please ensure that you have read all of the information provided as this is to help you obtain the information you are seeking as quickly and as simply as possible.

Alternatively you can apply in writing providing as much information as possible at the following address:

Risk and Assurance Manager
Royal Borough of Kingston
Guildhall
High Street
Kingston upon Thames
KT1 1EU

Once we have received a completed subject access form, payment and verification documents (as outlined in the guide) you will receive a letter of acknowledgement. You will receive a reply which will be within the 40 days statutory period.