



# Kildare County Council

## Comhairle Contae Chill Dara

### Representation form involving the release of Special Category/Sensitive data or Requests for representations by a Third Party

#### A. Elected Representative's Details

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone no: \_\_\_\_\_

#### B. Representation Details

I have been asked to make representations on behalf of:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Any other unique information (if required) that will help in confirming the constituent's identity<sup>1</sup>:

\_\_\_\_\_

In relation to the following matter:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any additional information you have attached to representation (if applicable).

\_\_\_\_\_

#### Notice to Constituent/Data Subject

To find out how your personal data is stored and managed by the elected member making this representation on your behalf please see their privacy statement. Please note that if your contact details change after you ask for this representation to be made you should notify the change in your details to the elected member who made the request.

#### C. Consent to Provide Special/Sensitive Personal Data (where necessary)

I consent to the above-named elected representative being provided with my special/sensitive data by \_\_\_\_\_

Council where this is necessary for the purpose of a response to this representation.

Constituent name: \_\_\_\_\_ Signature: \_\_\_\_\_



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**D. Request by a Third Party**

Where the request was not made by the constituent but by a third party e.g. family member on their behalf please attach written consent from the constituent or a statement (with supporting documentation<sup>2</sup>) explaining why consent cannot be provided and why a representation is in their interests)

Print name of person making the request: \_\_\_\_\_

State relationship to constituent/data subject: \_\_\_\_\_

**E. Elected Representative Signature**

Name of Councillor/Deputy/Senator: \_\_\_\_\_

Signature: \_\_\_\_\_

**Personal Data:** (Article 4 GDPR) means any information relating to an identified or identifiable natural person ('Data Subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic mental, economic, cultural or social identity of that natural person. Examples of such data are: address, credit card number, PPS Number, CCTV recordings, an online identifier, phone number, doctor's opinion, etc.

**Special Category Data:** Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

**Sensitive Personal Data:** Records related to criminal investigations/criminal prosecutions and/or convictions; PPS Nos; Details re income or other personal financial circumstances including social welfare status.

1. Examples of unique information: Examples of unique information that would satisfy this requirement (if so required) are; driver's license or passport; or any other document that is currently accepted locally as proof of identity. However, this is not to be considered exhaustive and preclude the submission of some other unique information that might satisfy this requirement.

2. Supporting Documentation - for the purpose of determining whether a person who is making a request on behalf of the individual has the legal standing to do so (e.g.) formal declaration or undertaking from person making the request; details of guardianship; enduring power of attorney, etc.